Assessment Report

Sustainable Timber Tasmania

PEFC ST 2002:2013, AFS 4708:2013, ISO 14001:2015, AS/NZS 4801:2001

July 2020

Assessment dates	26/06/2020 to 17/07/2020 (Please refer to Appendix for details)
Assessment Location(s)	Hobart (001)
Report Author	████████████
Assessment Standard(s)	PEFC ST 2002:2013, AFS 4708:2013, ISO 14001:2015, AS/NZS 4801:2001

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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.

This audit also included a Gap Assessment with respect to the requirements of ISO 45001 Safety Management Systems.

As with the previous assessment, 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 and Southern Regions. As a result of the COVID-19 situation, the assessment was conducted remotely with the aid of a range of information and communication technologies.

The audit focused on the effectiveness of the organisation's risk management framework particularly with respect to the planning and execution of a range of forest management activities including roading, harvesting and regeneration.

Strengths of the organisation and its management system identified in this audit at a corporate level include:
- Provision of resources and succession planning processes – e.g. Regional Manager (South), Communications Manager, Safety Officer (NW), and Fire Coordinators (North and South)
- Planning processes – Strategic, Tactical and Operational planning arrangements are well integrated and highly effective
- Development and application of best available technology to more accurately collect and verify field information – multiple instances of IoT applications
- Organisational culture and capacity – engagement at all levels, commitment, skills and experience
- Contractor management arrangements
- Support by STT Board and GMT to engage with the organisation's Contractors to improve WH&S performance
- Organisational communication of Safety and Environmental issues
- Effectiveness of key system processes – management review and internal audit

STT has responded positively to the findings in the previous report: the two minor non-conformances have been effectively addressed and are now closed. No new non-conformances were identified.

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. A number of opportunities for improvement have been identified and these are detailed in the report.

The audit provided an opportunity for direct engagement with a number of contractors involved in harvesting and haulage processes.

Significant improvements noted in this assessment include:

System processes

- Internal audits – process assessments applied across the whole state
- Complete migration of the system to a MicroSoft platform - organisation-wide uniform access for staff and contractors

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- Incident management and ICAM training
- Performance review and staff development processes
- Response to CoVid19 for Staff Visitors and Contractors, including 'Sustainable Me' initiative
- Completed staff engagement for the WH&S Advisor team, also Risk and Compliance Manager
- Improvement in WH&S performance measures for STT and Contractors
- Planning identification and control of hazards/risks: Certification Safety and Environment Risk Register

Operational processes

- Adoption of communication technologies to more efficiently conduct business activities
- Contractor uptake and use of georeferenced maps – improved knowledge and application
- Management of heavy vehicle transport
- Fuel moisture monitoring – availability of local weather information
- Fire room functionality, asset protection (Southwood), fire management – forward planning
- Contractor engagement in the development and delivery of WH&S programs
- Contractor Online Induction

As noted in the previous report, the management system is firmly integrated into the organization's business processes and the management team continues to demonstrate a solid commitment to managing risk and 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 has not been any significant changes to the organisation since the last assessment.

The organisation has demonstrated its commitment to provision of resources through the appointment of new staff in key positions. This is reflected in the current organisational charts.

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

There has been no change to the reference or normative documents 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 and found to be effectively implemented.

No new nonconformities were identified during the assessment. Enhanced detail relating to the overall assessment findings is contained within subsequent sections of the report.

Please refer to Assessment Conclusion and Recommendation section for the required submission and the defined timeline.

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Assessment objective, scope and criteria

Objective:

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

AS4801:2001

ISO 14001:2015

PEFC ST 2002:2013

Statutory and regulatory requirements

Tasmanian Forest Practices System.

Assessment Participants

Name	Position	Opening Meeting	Closing Meeting	Int' (proc)
▮▮▮▮▮▮▮	▮▮	X		X
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BSI assessment team

Name	Position
██████	██████
██████	██████

Assessment conclusion and recommendation

Assessment conclusion

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, the audit team concludes that the organization continues to fulfil the standards and audit criteria identified within the audit report that the management system continues to achieve its intended outcomes.

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Recommendation

RECOMMENDED - The audited organization has been found in general compliance with the audit criteria and is recommended for continued certification to the nominated standards.

Use of certification documents, mark / logo or report

The use of the BSI certification documents and mark / logo is effectively controlled.

Findings from previous assessments

Finding Reference	1837221-201908-N1	Certificate Reference	OHS 603481
Certificate Standard	AS/NZS 4801:2001	Clause	4.5 Measurement and evaluation
Category	Minor		
Area/Process:	Findings from this assessment		
Details:	Housekeeping at Perth Nursery did not meet the requirements of the organisation's management system or the Standard.		
Objective Evidence:	The following issues were identified at the Perth Nursery: • Compressor: now out of date, 10.2018. • SDS Register contains obsolete documentation no longer relevant to STT operations. • SDS for Thistle Kitten not available in the Chemical Store. Management of drums containing chemical or hydrocarbons in the Fire Store is inconsistent with requirements, for example: - 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.		

Cause
These issues are a result of the restructure where: 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.

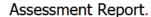| Correction/containment |
|---|
| No immediate actions required. See below. |

Corrective action
STT – December 2019 ▮▮▮▮▮▮▮▮▮▮ to coordinate the clean-up and removal of surplus material at Perth Fire Store. ▮▮▮▮▮▮▮▮▮ to Coordinate for the removal of surplus chemicals at Perth chemical store and update SDS register when done. Anticipated completion by end of May 2020.

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BSI – December 2019
Action plan accepted.
BSI – July 2020
Actions completed effectively.
Closed?:
Yes

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			

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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.

BSI – December 2019

Action Plan accepted.

BSI – July 2020

Root cause identification is now firmly embedded in the system.

Incident Reporting and Investigation Procedure 06.2020 prepared/updated and links to VAULT processes for incident management. 'Basic Incident Investigation Checklist' now installed on iAuditor and STT's 'Incident Investigation Report' template describes in more detail the event and analysis of the event and why it occurred, including a Timeline of events, Key findings including 'Basic Cause'

Training and assessment of why an incident occurred was determined for the following incidents/accidents.

20200331████████ Incident Report, 31.03.2020: Hand crush injury/incident report, described causes for the incident and corrective actions to prevent re-occurrence.

20200120 STT Incident Investigation Report (ICAM Incident) STT vehicle collision with STT Contractor log truck 20.01.2020: Basic Cause assessed and described 'Truck travel path too narrow for the curve'.

Vault #3046 Vault system Event 15.04.2020: PowerPoint presentation, Causal Analysis resulted in 'excessive speed as the cause'.

Status
Closed

Findings from this assessment

PART A: Requirements of ISO 14001 (and ISO 45001)

4   Context of the organization

Standard References: 14001 Cl 4, 45001 Cl 4

4.1   Understanding the organization and its context

4.2   Understanding the needs and expectations of workers and other interested parties

4.3   Determining the scope of the forestry, safety and environmental management system

4.4   OHS and environmental management system/s and processes

Objective evidence:

Processes observed/demonstrated
-     determining, monitoring and reviewing external and internal issues
-     determining the interested parties and their relevant needs and expectations
-     determining compliance obligations
-     determination of scope
-     determining the forest management processes; inputs and expected outputs; resource needs; assignment of responsibility and authority; performance indicators and monitoring processes

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- identification of risks and opportunities
- periodic evaluation of processes

Related documentation
- STT Forest Management Plan – April 2019
- Sustainable by Nature – STT Corporate Plan 2019-2024
- Certification Scope Summary – V1.1 25.06.20
- Certification Scope Procedure V.1 25.03.19

Records validating processes

Interviews with key personnel
- Certification Manager and Senior Certification Advisor regarding the context of the organisation.

Comments

The context of the organisation is clearly described in the Forest Management Plan and the Corporate Plan. The Scope Summary clearly describes the scope of the organisation's certification.

Refer to PART D - ISO 45001 Gap Assessment for comments in relation to that Standard.

Assessment conclusion

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

5 Leadership (and worker participation)

Standard references: 14001 Cl 5, 45001 Cl 5

5.1   Leadership and commitment
5.2   Forestry, Safety and Environmental policies
5.3   Organizational roles, responsibilities and authorities
5.4   Consultation and participation of workers (ISO 45001)

Objective evidence:

Processes observed/demonstrated
- defining responsibility and accountability
- alignment of the policies and management system with the strategic direction of the organisation and business processes
- taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- determination of statutory/regulatory requirements
- determination of risks
- promotion of continual improvement
- determining stakeholder expectations
- development, communication and periodic review of forest management, safety and environmental management policies
- assignment of responsibility and authority
- reporting on performance

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- managing changes to the systems
- consultation with, and participation of workers

Related documentation
- Board Charter
- Committee Charter
- STT Organisation Chart – 06.04.20
- STT Sustainable Forest Management Policy – February 2018

Records validating processes
- Position Descriptions e.g. Senior Certification Advisor and Certification Manager
- GMT Leadership notes (undated)

Interviews with key personnel
- Certification Manager and Senior Certification Advisor regarding roles and responsibilities; and review, communication and update of the policies.
- CEO, GM Business Development & Strategy, GM Forest Products, GM Land Management and Certification Manager regarding the function of the Board, GMT and other levels of authority within the organisation.

Comments

The role and function of the Board is described in the Board Charter. The GMT Leadership Notes describes the roles and functions of the leadership team and articulates how the organisation meets the requirements of the various Standards.

The Organisational Chart accurately represents current reporting arrangements. Each individual has a Position Description. The Certification Manager is responsible for overseeing the implementation of the management system. All staff participate in an annual performance review and development process.

The Sustainable Forest Management Policy incorporates the environmental policy commitments. It is endorsed by the Board; publicly accessible on the organisation's website and is unchanged since the last assessment.

Assessment conclusion

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

6   Planning

Standard references: 14001 Cl6, 45001 Cl 6

6.1   Actions to address risks and opportunities
    6.1.1   General – Risks and opportunities
    6.1.2   Hazard identification and assessment of risks and opportunities (45001)
        6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system
        6.1.2.3 Assessment of OH&S opportunities and other opportunities for the OH&S management system
    6.1.2   Environmental aspects (14001)

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6.1.3   Compliance obligations (Determination of legal requirements and other requirements)
6.1.4   Planning action
6.2   Forest management, OH&S and environmental objectives and planning to achieve them
6.2.1   OH&S and Environmental objectives
6.2.2   Planning actions to achieve OH&S and environmental objectives
6.3   Planning and managing changes

Objective evidence:

Processes observed/demonstrated
- determination of risks and opportunities
- determination of environmental aspects that can have a significant environmental impact
- communication of significant impacts
- determination of compliance obligations
- ensuring compliance
- establishing forest management, safety and environmental objectives
- planning to achieve forest management, safety and environmental objectives
- managing changes to the system/s

Related documentation
- Operational Risk Management Overview and Procedure
- Risk Matrix V1.7 September 2017
- STT Legal Requirements – Summary V2.1 04.05.20
- STT Environmental Legal Compliance Summary – V.2 15.03.18
- STT Corporate Plan
- STT Statement of Corporate Intent – April 2019
- STT 10-Point Plan V2.0 (undated)
- STT Yellow Book – 2019-20
- STT FY20 – Strategic Goals (undated)

Records validating processes
- Certification, safety and environmental risk review – June 2020
- Risk profiles in Vault – e.g. Fire Towers
- Safe Work Method Statements – e.g. Fire Towers
- STT Hazard Reports (ex Vault) e.g. Pesticides
- Environmental Essentials HSE Bulletin – February 2020
- GMT Environment Essentials Report to GMT – February 2020
- Sustainable by Nature – Vision Statement (undated)
- FSC CAR Close-Out – Project Plan

Interviews with key personnel
- Certification Manager regarding risk identification and assessment; setting and reviewing objectives.

Comments

The risk assessment and review process was demonstrated. Significant risks are identified through a process considering likelihood and consequence. Operational risks are managed in the Vault. Risks are categorised systematically into 14 risk groups and some risk may occur in more than one group.

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Generic risk in Vault collate a suite of associated risks which are considered in determining the overall risk rating. The process was demonstrated for Pesticides.

The Risk Register is reviewed and updated periodically for all risks. Priority is given to risks with a high or severe rating as well as risk identified as severe environmental aspects.

The Legal Requirements Summary provides direct links to related legislation and processes for monitoring changes. This was demonstrated for the Forest Management Act 2013. STT also subscribes to Environmental Essentials which provides monthly bulletins summarising changes.

The Environmental Legal Compliance Summary identifies applicable legislation and describes how, and where the organisation complies with the requirements.

The Good Neighbour Charter is identified as a voluntary compliance obligation, however this is not clear in the summary of legal and other requirements. An opportunity for improvement is noted in this regard.

The Statement of Corporate Intent provides high-level corporate objectives and presents agreed performance targets. STT is currently working on a 10-Point Plan to achieve its corporate objectives. The Yellow Book provides the framework for identifying the full suite of safety and environmental operational objectives and associated projects aimed at delivering those outcomes. It has migrated to an on-line format and is updated annually.

Some objectives have specific Project Plans which describe governance, methodology, personnel, timelines and milestones.

Assessment conclusion

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

7 Support

Standard references: 14001 Cl 7, 45001 Cl 7

7.1   Resources
    7.1.1   General
    7.1.2   People
    7.1.3   Infrastructure
    7.1.4   Environment for the operation of processes
    7.1.5   Monitoring and measuring resources
    7.1.6   Organizational knowledge
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
- Provision of resources including external providers
- Determination of required competencies
- Awareness and communication
- Management of documentation

Related documentation
- STT Organisational Charts
- Recruitment and Selection Policy V4.1 Feb 2018
- Learning and Development Guidelines V1.4 April 2019
- P&C Strategy 2019-2021
- L&D Plan
- Code of Conduct
- Enterprise Agreement
- Instructions for Performance Review and Development Plan
- Performance Review Development Plan
- Performance Review Development Plan Cycle
- Examples of Score Card
- Guidelines for Consideration of Remuneration Review
- Tasmanian Government Remuneration Guidelines
- Growing Our Own Progression Plans
- External L&D Opportunity Process
- STT's Reframed Values
- Contractor Safety & Environmental Appraisal Form
- Document Management Procedure V7.1 01.05.20
- STT Annual Report - 2019

Records validating processes
- Position Description – Certification Manager V1.1 April 2018
- Document Management Summary – June 2020

Interviews with key personnel
- Certification Manager and Senior Certification Advisor regarding support: provision of resources, communication, and documentation.

Comments

Resource needs

Resource needs are determined through a variety of processes. Staff are provided with a standard kit of equipment, including mobile phones, tablets and PPE. Field staff and some head office personnel are provided with a vehicle and there's a vehicle pool available for other staff on an as-needs basis.

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The Information Systems Steering Committee identifies and prioritises needs and oversees the provision of resources. Resources are provided through established approvals processes.

The organisation has been recognised as an Employer of Choice. It has a stable workforce with a low churn rate (<2%). The recent appointment of a WHS Advisor in the north-west is an example of the organisation's willingness and commitment to provision of resources.

Competence and awareness

Individual Position Descriptions include details of the required skills and competencies for that position. PD's also include a statement of Capabilities, with descriptors of performance expectations. Training is provided where specific training needs are identified, e.g. Leadership Training.

The Personal Development process identifies training needs and aspirations of staff for their career development.

In 2019, in response to an audit finding, STT arranged for a large number of staff to undertake training in quarry management, provided by FPA. Participants were required to produce a FPP for quarry management.

Communication and documentation

The STT Intranet is the portal to the system which has migrated to SharePoint and is undergoing continual improvement. The system was demonstrated throughout the audit. It is now fully functional – a more efficient and accurate system which enables easier reporting through Power BI.

Power BI generates reports for documents pending review, which is monitored monthly at GMT, Divisional and Field Operations meetings. System documentation has been culled to ensure currency. Power BI reports provide details of documents due for review and individual reports identify any documents that are well overdue. A recent check has revealed a number of legacy documents related to various aspects of fire management which are well-overdue for review.

The STT Intranet is currently subject to further development with the new platform now at Beta-testing phase. The new platform provides ready and effective access to system processes and related documentation. A separate page is dedicated to each of the four Divisions (Forest Products, Land Management, Corporate Services and Business Development & Strategy).

Noting that some legacy documentation is still pending review, the new arrangements for document management are demonstrated as a significant improvement in the system processes.

Assessment conclusion

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

8   Operation

Standard references: 14001 Cl 8, 45001 Cl 8

8.1   Operational planning and control
    8.1.1 General
    8.1.2 Eliminating hazards and reducing OH&S risks (45001)
    8.1.3 Management of change (45001)

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       8.1.4 Procurement (45001)

           8.1.4.1 General

           8.1.4.2 Contractors

           8.1.4.3 Outsourcing

8.2   Emergency preparedness and response (14001 and 45001)

Objective evidence:

Processes observed/demonstrated
- Operational planning and controls
- Identification of hazards
- Procurement
- Contractor management
- Emergency preparedness and response

Related documentation
- Guideline for Tactical Planning of Native Forests and Plantations 2020 (Green Book) V.2020 Nov 2019
- SOP Preparation of the Three Year Wood Production Plan V3.1 Feb 2019
- Landscape Context Planning System Manual V.3 07.05.19
- FPP Preparation Procedure V2.1 16.04.18
- Coupe Planning Summary V2.1 June 2019
- Forest Practices Plan Peer Review Form V.3 November 2019
- Harvesting Induction Template – (iAuditor)
- Contractor Job Specification – Quarrying Works 07.01.20
- Emergency Response Guidelines V.3 June 2016

Records validating processes
- 3-Year Plan Environmental Compliance Report 29 May 2020 Snapshot
- Emergency Testing Schedule and Record (Excel Workbook)

Interviews with key personnel
- Certification Manager and Senior Certification Advisor regarding preparation of FPPs and other plans.

Comments

Strategic and Tactical (3-Year) Planning processes are documented. The Green Book (Guideline for Tactical Planning of Native Forests and Plantations 2020) describes the tactical planning process, and includes the landscape context planning checks. The Senior Conservation Planner is responsible for overseeing the process and ensuring consistency in results obtained by other staff.

Forest Practices Plans can be developed by any allocated staff, however a plan needs to be peer-reviewed and authorised by a registered Forest Practices Officer. The Coupe Planning Summary acts as a checklist to ensure all necessary steps have been completed. The peer review checklist acts as a secondary check to ensure that all necessary detail has been included in the FPP. All relevant environmental controls are considered and determined in the FPP planning process.

The site handover process is managed through the iAuditor app, and ensures that the necessary details from the FPP are effectively communicated to, and understood by the contractor.

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Contractor Job Specifications describe planning processes and performance standards for a range of processes, e.g. Quarrying Works.

Detail of the effectiveness of operational controls is provided in the site assessments later in this report.

Assessment conclusion

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

9 Performance evaluation

Standard references: 14001 Cl 9, 45001 Cl 9

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

Objective evidence:

Processes observed/demonstrated
-   Monitoring, measurement, analysis and performance evaluation
-   Evaluation of safety and environmental management compliance
-   Internal audit planning, scheduling and execution
-   Management review

Related documentation
-   Various Standard Operating Procedures, e.g. Harvest Planning
-   Internal Audit Procedure V7 – November 2018
-   Internal Audit Schedule 2020
-   Management Review Procedure V5 December 2017

Records validating processes
-   Harvest Monitoring Form e.g. CJR / CH041G 29.06.20
-   5.1 Harvest monitoring form failed items trends - May 2020
-   Internal Audit Reports e.g. Progressive harvesting assessment (PHA) system – 29.05.20
-   GMT Meeting Agenda – February 2020

Interviews with key personnel
-   Certification Manager and Senior Certification Advisor regarding monitoring processes, internal and management review.

Comments

Routine monitoring of standard procedures is normally undertaken with iAuditor. Records are copied to coupe files. Data from iAuditor monitoring is collated and trends from monitoring harvesting activities are summarised in the Harvest monitoring form failed items trends (Excel workbook).

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The Internal Audit Procedure clearly describes the audit framework and the Internal Audit plan set out a program on an annual basis. The current plan for 2020 has been interrupted due to the COVID-19 situation. The Internal Audit plan attempts to tackle a specific function or process across the state. Findings from Internal Audits are entered into the Vault.

The current schedule aims to assess system processes over a six-year cycle. This may not be frequent enough to ensure effective implementation. As certification is renewed every 3 years, the current arrangements would not ensure that key system processes such as management review are audited at least once during a certification cycle. An opportunity for improvement is noted in this regard.

The Internal Audit Procedures does not specify any timeframe for entering findings in Vault. An opportunity for improvement is noted in this regard.

The Annual Management Review is supported by a broader management review framework that enables the delivery and monitoring of actions to achieve the organisation's objectives. The monthly GMT meetings provide a mechanism for monitoring and reviewing progress across all facets of the organisation. The annual review for 2020 is planned for the coming months, with an expanded scope to cover a broader spectrum of the organisation's functions.

Assessment conclusion

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

10   Improvement

Standard references: 14001 Cl 10, 45001 Cl 10

10.1   General
10.2   Incident, nonconformity and corrective action
10.3   Continual improvement

Objective evidence:

Processes observed/demonstrated
-    Management of incidents and non-conformances
-    Continual improvement

Related documentation
-    Incident Reporting and Investigation Procedures V2 June 2020

Records validating processes
-    Vault Records e.g. Event #3100 25.06.20
-    Power BI Reports – FY20

Interviews with key personnel
-    Certification Manager and Senior Certification Advisor regarding identification and management of non-conformances.

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Comments

Incidents and non-conformances

The Incident Reporting and Investigation Procedure defines situations and events that warrant recording in Vault. Each category has a notification requirement and higher risk categories result in an ICAM investigation. This option is available to any event, at the discretion of the responsible manager.

Events are recorded systematically in the Vault. There is some variation in the manner in which incidents are recorded, e.g. the name of the person entering the event as opposed to the name of the person that is the subject of the event. This has already been identified by the organisation and is being addressed through further training.

Staff training in ICAM (Incident Cause Analysis Method) has been provided to a number of staff and contractors. Issues with root-cause identification identified in the previous report have been effectively addressed through the development of the ICAM training. The minor on-conformance noted in this regard is now closed.

The Vault communicates directly with Power BI to enable analysis and reporting.

The current arrangements do not ensure that a verification of effectiveness of the corrective actions, prior to closure of the event in Vault. An opportunity for improvement is noted in this regard.

Continual improvement

STT has identified the following range of areas that demonstrate continual improvement. These include:

- Office 365 and share point (document library and management system)
- Power BI reports
- Wildlife Habitat clump tools
- Heavy Vehicle Management (TOMS and route notification)
- Contractor procurement protocols
- ICAM investigation
- Contractor portal
- Contract worker inductions
- Safety Manual

Other areas of improvement include:

- Achievement of Environmental objectives
- Decreased Contractor LTIFR
- Improved Safety Culture e.g. Contractor safety circle (culture)
- Flexible working arrangements (and adoption of associated technology)
- Response to and management of COVID processes
- Restructured WHS team
- Quarry management competencies
- Improved Quarry compliance monitoring system

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Assessment conclusion

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

PART B: Requirements of AS4708:2014

0.1 Defined Forest Area

Standard references:

0.1   Define the area

0.2   Make maps publicly available

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 V.1 25.03.19

Records verifying processes
- Email from Resources and Planning Manager – 25.06.20
- Email to RW – 26.06.20
- Confirmation email from RW – 26.06.20

Interviews with key personnel
- Certification Manager and Senior Certification Advisor regarding the update of the DFA.

Comments:

The Defined Forest Area is 794,700 ha as advised to Responsible Wood on 26.06.20. The maps of the DFA are readily accessible on the STT website, and zoomable to any scale.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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.

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- Controls applied to transport of forest products to point of sale or delivery.

Comments:

Refer separate Chain of Custody Report for details of export activities.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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.

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Comments:

Refer to PART A for details of assessment of management system processes.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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

Documentation
-   Communications and Engagement Policy
-   Forest Management Plan
-   Stakeholder Engagement Operational Approach – July 2018
-   Stakeholder Engagement Procedure
-   Good Neighbour Protocol
-   Yellow Book Objectives – e.g. website, permits, telling the story
-   Planning Guideline re apiary management
-   MoU – STT and Honeybee Association

Records verifying processes
-   Consultation Manager records e.g. Incident ID 2392 regarding truck operation times
-   Yellow Book Objectives
-   Notices of Intent e.g.

Interviews with key personnel
-   Engagement and Land Management Manager and Communications Manager, Certification manager, Senior Certification Advisor and Senior Conservation Planner regarding stakeholder engagement and communications.

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Comments:

The functionality of Consultation Manager was demonstrated. The database displays 8 entries identified as complaints in the past year, of which several are related to the same issue.

Improvements in CM user interface were demonstrated. Issues identified in Consultation Manager are managed at the local level. STT conducts trend monitoring to determine if issues warrant management through complementary processes e.g. the Vault.

The MoU between STT and the Australian Honeybee Association regarding management of apiaries on PTPZ land was discussed. It provides an example of an open, transparent and cooperative process.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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 if significant biodiversity values
- processes for monitoring biodiversity priorities
- documentation of biodiversity monitoring objectives
- periodic review of biodiversity priorities

Comments:

Refer to information later in this report in relation to process or site-specific activities. No issues have been identified with conformance in relation to this criteria.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

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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
-    operational planning
-    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

Comments:

Refer to information later in this report in relation to process or site-specific activities, in particular, Process 1: Planning processes and Process 2: Fire management. No issues have been identified with conformance in relation to this criteria.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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

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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
- Forest Management Plan
- Plantation Forest Health Surveillance – Methodology, procedures and processes V.4 Feb 2020
- Procedure for Quarry Hygiene Inspections V2.1 April 2018
- Long-term reserve condition assessment methodology V1.4 August 2019
- FHS Flow Chart
- FHS Weed Mapping System User Manual V2 Nov 2016

Records verifying processes
- Bass Forest Health Surveillance Summary -
- Surveillance records e.g. Evercreech 11.06.20
- 2019 Long Term Retention reserve monitoring photo-point update
- Florentine Quarry – PC assessment 02.04.19

Interviews with key personnel
- Senior Research Officer (Office Health) regarding forest health monitoring.

Comments:

Forest health monitoring is currently focused on the plantation estate. The process involves a drive-through surveillance assessing crown health. Damage scores for a range of criteria are recorded according to established protocols and descriptors, particularly in relation to occurrence of leaf beetles and defoliation. Results are entered into the Forest Health database.

STT also has a native forest reserve monitoring program which is described in the long term reserve condition assessment methodology.

Areas of less productive eucalypt plantation are now being transitioned to pine. The assessment methodology has been recently reviewed and updated. The establishment of the Tasmanian IPMG is a recent development, with sharing of resources for timing of activities and a greater willingness for cooperation. Surveillance records are maintained in FOD and a Summary is prepared for each region.

STT is also using surveillance cameras for tracking illegal firewood collection leading to prosecutions.

Quarry monitoring is carried out in relation to management of Phytophthora.

STT participates in the AFPA Forest Health and Biosecurity sub-committee.

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Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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.

Comments:

Refer Site Reports. No issues identified in relation to identification and protection of soil and water values.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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
- Forest Management Policy

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Interviews with key personnel
- Certification Manager regarding policy revision and commitments to minimisation of use of fossil fuels.

Comments:

The commitments previously articulated in the Carbon Policy have been incorporated into the Forest Management Policy and the former policy has been archived. Further information is provided later in this report under Process 3: Sustainable Yield and carbon and Process 5: Vehicle fleet management.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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

Comments:

Refer Site Reports. No issues identified.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and 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

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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
- Enterprise Bargaining processes
- Succession planning

Documentation

- STT People and Culture Strategy (2019-2021)
- Enterprise Agreement 2018 (due for renewal 07.11.2021)
- Succession Planning, Employee Engagement Survey 03.2020
- Sustainable Me

Records verifying processes

- Implement People and Culture Strategy 2020 diagram (02.2020)
- Transition Plan (Draft) for Succession Planning
- Yellow Book, People and Culture Manager
- Employment Engagement Survey
- Capability Framework Toolbox 02.2020 - 2020 Learning & Development Activities

Interviews with key personnel

- People and Culture Manager, Senior Conservation Planner and Certification Manager regarding the safety culture.

Comments:

STT is recognised as 'Employer of Choice' by Tasmanian Government 24.06.2019 for 3 years

Strategic Direction and Drivers including 3 pillars:

- Shared Culture
- Dynamic Talent Management
- Sustainable Learning and Development

Performance Review process RPDP Process revised to include a 'score process' with opportunity for Staff to be more involved in the process and outcomes. Staff score themselves on 'Smart goals'

Learning and Development framework now includes competencies relating to:

- Team Leader

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- Costs Centre Manager

- Executive Management

STT Succession Planning

STT has developed 'Succession Planning' processes to determine the capacity of STT sustainability into the future. Processes have been applied to Fire Management unit of STT that involved recruitment of two new Staff and at the same time retain staff due for retirement to manage the handover.

Transition Plan (Draft) looking at people over 55 years of age (about 20%), interviewing these people to determine their plans and how STT can support these people.

'Nine Box' indicator for assessment of people's objectives and desires for their future in STT to work on people 1-2 years and 2-4 years to retirement, including for Future roles.

'Employee Engagement Survey' just completed 03.2020 with STT Staff.

COVID19 response

'COVID19 Response Team' initiated to develop a plan; initially based on advice on local government guidelines. Processes and Communications in and out on Google drive, videos including by STT's CEO, to provide advice and updates to Staff about what's happening in the COVID world, for example enabling and supporting safe working arrangements where staff are working from home.

Yellow Book

Described for People and Culture Manager 8 Targets (#59-66) with 4 'Achieved' and 4 'On track'.

Training

Business priorities were determined by an external provider and GM group in second half of 2019.

GM and CEO underwent 360 degree feedback process (Growth Report for each person) including the Board to describe how well personnel are performing, gaps identified, and 'where to from here'. STT created 'Capability Framework' for STT that is being implemented now in conjunction with Position Descriptions.

Employment Engagement Survey included a question asking about 'how is management going?' (or similar) and the result was 96% 'good relationship with their supervisor'.

'Sustainable Me' modules on STT Intranet People and Culture that includes videos and recordings.

Training has essentially been put on hold due to COVID-19.

Worker's Rights and the Enterprise Agreement

In principle STT inputs have been developed and approved by STT management team for the next EA.

STT has reviewed the organisation's Broad Band that is now being linked into the Performance Review process.

'Flexibility Policy' is currently being developed (Version 5) for STT that includes broadening and widening worker options, and transition to retirement.

Further details are provided later in this report under Process 4: Enterprise Agreement, resources and training.

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Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Logo use

Objective evidence:

Processes observed/demonstrated
- Use of BSI Logos and certification marks
- Use of Responsible Wood and PEFC logos and certification marks

Related documentation
- Customer Service Charter – September 2014
- Chain of Custody Policy – July 2020

Records validating processes
- STT website

Interviews with key personnel
- Certification Manager regarding the use of logos.

Comments

STT Policy documents for Sustainable Forest Management and for Workplace Health & Safety include BSI logos for each of the Standards.

The Chain of Custody policy has been recently updated and is available to interested parties on the website.

As noted in the previous report, some dated policies still carry the NCSI certification marks and the superseded Australian Forestry Standard logos. This is considered a legacy issue with review of dated documents. However, it will result in a non-conformance if not addressed prior to the next assessment.

Assessment conclusion

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

Site/process assessments

Process 1:   Planning processes

Objective evidence:

Processes observed/demonstrated
- Strategic, Tactical and Operation planning processes

Related documentation
- Guideline for Tactical Planning of Native Forests (Green Book)
- Targets for Wood Production (Red

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- SOP – Wood production 3-Year Plan
- ProvCoupe Manual
- 3YP Environmental Compliance Report – 29 April 2020 Snapshot
- Leatherwood Guidelines
- FPP Preparation Procedure
- Biodiversity Evaluation Sheet – Native Forestry V1.9 Sept 2015
- Natural and Cultural Values Evaluation Sheet V2.3 26.05.19
- Landscape Evaluation Sheet V1.0 Sept 2012

Records validating processes
- FPP Map for MA113B
- GC083F – Addition to 3-Year Plan - 07.02.20
- Special values maps e.g. apiary sites
- Natural and Cultural Values Evaluation Sheet – Murchison 2020 7. Apiculture
- FPP ME008B
- Post-harvest drone image – ME008B
- Special Values Biodiversity Assessment e.g. ME008B
- Biodiversity Evaluation Sheet – Native Forestry SH065A 08.04.20
- Natural and Cultural Values Evaluation Sheet SH065A 08.04.20
- Landscape Evaluation Sheet SH065A 08.04.20
- Coupe walk-through track records e.g. MC031D

Interviews with key personnel
- Certification Manager, Senior Conservation Planner, Senior Certification Advisor, Planning Coordinator – North-east and Production Manager (North) regarding planning in the north east.
- Planning Coordinator (NW), Senior Forest Officer, Production Manager (North) regarding planning in the north west
- Planning Coordinator (Southern Region), and Senior Forest Officer – Operational Planning regarding planning processes in Southern Region.

Comments

The Green Book sets the objectives and procedures for wood production planning. The Red Book sets the targets and limits for the 3-Year Plan. Both the Green Book and the Red Book are revised and updated annually. The Coupe Planning Database contains information on all coupes across the entire estate, including non-production forests. The information is critical for the 3-Year Planning process.

The Harvest Scheduler interrogates information from the Coupe Planning database. It has in-built checks to identify any constraints on proposed harvesting operations, such as wet weather considerations and eagle nest activity. The projected coupe volumes are progressively refined through the planning process in response to information obtained through the special values assessments and elsewhere during the planning process. Data obtained from each harvested coupe is entered into Log Coupe. Sustainable yield data is continually revised and updated with new information as it comes to hand, particularly on completion of harvest when a reconciliation is undertaken.

Spatial data in relation to each coupe is contained in the GIS. The FPP maps are generated according to standardised protocols for legend and symbology. No issues have been identified in relation to colour-

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deficiency interpretation. FPP maps are georeferenced and contractors are required to use the georeferenced maps. The development of the standardised FPP maps and uptake of the use of georeferenced maps in the north of the state is noted as a significant improvement.

Special Values considerations are identified at the 3-Year Planning stage and detailed assessments occur during the preparation of FPPs.

Special Values are assessed using assessment templates available from the FPA website. STT staff conduct a preliminary assessment (walk-through) the coupe to identify and verify vegetation types as part of the biodiversity assessment.

Environmental risk assessment reports are prepared annually on the draft and published 3-Year plan, in relation to the potential environmental impacts of the plan. Any areas additional to the 3-Year Plan are assessed separately through the Additions to 3-Year Plan process. In the north east of the State, several coupes were brought forward in order to get the roading ready as a consequence of recent fires.

Process 2:   Fire management

Objective evidence:

Processes observed/demonstrated
- Fire season planning
- Inter-agency cooperation
- Fire management – forward planning

Related documentation
- Fire planning presentation

Interviews with key personnel
- Fire Management Manager, Fire Management Coordinator (South) and Fire Management Coordinator (North) regarding fire management.

Comments

STT has appointed additional staff to increase capacity with relevant skills and experience. Improvements are noted in relation to planning for relief and fatigue management. STT has also developed a succession plan to assist the transfer of knowledge as key staff move to retirement,

The Inter-agency protocol has been revised – it clarifies purpose and principles, and clearly establishes a single point of command.

STT is researching electronic fuel moisture monitoring technology to provide for more efficient deployment of staff, weather recorded on site.

STT demonstrated successful management of the Fingal fire complex. Fire across multiple tenures and inter-agency coordination was required.

The Tasmanian Fire Services Agreement provides for interstate assistance

Planned burns for 2020 have been executed as planned. Burns have covered 3,498 ha over 97 sites.

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Process 3: Sustainable Yield and carbon

Objective evidence:

Processes observed/demonstrated
- Estate modelling process
- Estimation of carbon

Related documentation
- 2020 Eucalypt Estate Model Building Process (under development)
- 5-Yearly Review #5 – July 107

Records validating processes
- AS106W

Interviews with key personnel
- Senior Forest Resource Planning Analyst regarding sustainable yield assessment and carbon accounting.

Comments

There are no significant changes in carbon estimates since last year. Estate modelling for the native forest estate is managed through RemSoft Spatial Planning System (Woodstock). The system was demonstrated for the July 2019 model. Changes to the corporate dataset occur regularly and the model is built and updated annually. Coupe yield information is generated in an Access database, derived from the forest-type inventory growth model.

Actual yields are compared with projected yields to refine the yield estimates. The Woodstock model generates a list of coupes in a proposed schedule to optimise yield outputs over a given period of time.

STT publishes a 5-Yearly review of the yield estimates and the next review is scheduled for publication in 2022.

Process 4: Enterprise Agreement, resources and training

Objective evidence:

Processes observed/demonstrated
- Recruitment, on-boarding and induction
- succession planning
- response to COVID-19 situation
- performance development and review
- identification of training needs
- provision of training

Related documentation
- People and Culture Strategy – 2019-2021
- Yellow Book Objectives – items 59-66
- Diversity and Inclusion Policy
- Organisational Capability Framework

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- Approval to Recruit Form
- 2020 Learning Development Opportunities – Capability Framework Mapping

Records validating processes
- Employee Engagement Survey –
- Implement P&C Strategy – 2020 (Plan on a page)

Interviews with key personnel
- People and Culture Manager regarding resource identification, recruitment, on-boarding and training.

Comments

The current Enterprise Agreement will prevail until November 2021. The introduction of ELMO will greatly improve efficiencies in the processes for recruitment and on-boarding as well as learning and development.

Key P&C objectives are described in the Yellow Book (items 59 – 66). Three of the eight objectives have already been achieved.

A consultant was engaged to facilitate a process defining organisational capabilities, including identification of training needs. 96% of staff that responded agreed that they had a good working relationship with their manager.

The 2020 Training Calendar for 2020 provides a comprehensive suite of development opportunities. The COVID-19 situation has impacted the delivery of some courses.

Process 5:   Vehicle fleet management

Objective evidence:

Processes observed/demonstrated
- Minimisation/reduction of greenhouse gas emissions
- Fleet safety considerations (ANCAP rating)

Related documentation
- Vehicle Selection Procedure V1.1 Jan 2018
- Yellow Book objectives

Records validating processes
- Light Vehicle Payload (Carrying Capacity Report)
- Fleet C)2 Emissions Graph
- PPE and Vehicle Inspection 30.06.20
- Standard Vehicle Kits – First Aid etc.

Interviews with key personnel
- Fleet and Facilities Manager regarding fleet management.

Comments

In line with policy commitments, the vehicle fleet now has 91% of vehicles with a 5-Star ANCAP rating. STT conducts a separate assessment and contract for each vehicle.

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The introduction of hybrid pool vehicles has led to a reduction of fleet vehicle emissions ($gmCO_2$/km). There has also been a reduction in the age of fleet, now averaging 3 Years.

STT has provided Safety Triangles for situations where a vehicle needs to stop in an emergency situation e.g. flat tyres.

Greenhouse gas emissions from fuel and electricity are reported through the Annual Report, however improvements in fleet efficiency are not currently being reported through the management review. An opportunity for improvement is noted in this regard.

Site 1:   Harvesting Operations (Southern region) – CF TN067B

Objective evidence:

Processes observed/demonstrated
- Operational planning – hazard identification and communication
- Site handover – contractor interview
- Supervision of operations
- Use of georeferenced maps
- Road condition and drainage inspection
- Culvert construction and operation
- Processing and segregation
- Log check trucks

Related documentation
- FPP – TN067B

Records validating processes
- Hazard Notification Form – June 2020
- Site Emergency Plan – 11.06.20
- Safety Audit Report (▮▮▮▮▮▮▮▮▮

Interviews with key personnel
- Certification Manager, Senior Conservation Planner, Senior Certification Advisor regarding harvest planning and supervision.

Comments

The contractor is using the georeferenced maps to improve knowledge of coupe constraints, such as coupe boundaries and exclusion zones.

Coupe has only started recently, so no regular inspections (iAuditor) or checks to date.

Site 2:   Regeneration (Southern Region) – KD018D Huon Valley

Objective evidence:

Processes observed/demonstrated
- Burn planning
- Boundary clearance

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- Stakeholder engagement
- Mammal browsing control
- Regeneration Survey and species diversity

Related documentation
- Burn Plan – KD018D

Records validating processes
- Reforestation timeline – KD018D
- Burn Plan – KD018D
- Aerial Lighting Map – KD018D
- Photographic and drone images of pre-burn site condition
- Regeneration Plan (Forest Operations Plan) – KD018D (including burn weather records)
- Seed Allocation Sheet – meets QS
- Sowing flight lines – flight diagram
- Contractor Job Specification – Mammal Browsing
- Regeneration survey records KD018D - 29.06.20
- Consultation Manager records – stakeholder engagement

Interviews with key personnel
- Coordinator – Forest Management and Forest Manager (South) regarding planning, conduct and supervision of the burn plan.

Comments

The site was burnt in 2 sections. Seed was sourced on-site and from within zone. The regeneration effectiveness for this site confirmed 95% stocked plots.

Site 3:   Harvesting operations – North east T1 MA113B

Objective evidence:

Processes observed/demonstrated
- T1 Plantation thinning operation
- Stakeholder engagement
- Operational planning – hazard identification and communication
- Site handover – contractor interview
- Supervision and monitoring of operations
- Road condition and drainage
- Processing and segregation
- Identification of special values – eagle nest and exclusion area and grey goshawk
- Curfews on local transport
- Communications – e.g. Notice of Intent

Related documentation
- FPP MA113B
- Coupe Planning Summary – MA113B 30.06.19

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Records validating processes
- FPP MA113B – 17.04.20
- Stakeholder engagement communications in Consultation Manager e.g. Notice of Intent
- Hazard Notification Form – MA113B 01.05.20
- Coupe Induction records – (iAuditor) MA113B 01.05.20
- Monthly Harvest Monitoring Form - (iAuditor) MA113B 21.06.20
- Photos of road condition and drainage; landing site; truck turn-around bay;
- Harvesting Safety Audit – LI138A 27.03.20

Interviews with key personnel
- Senior Forest Officer, Senior Forest Officer (Planning), Production Manager (North) and Planning Coordinator (North east) regarding planning and supervision of harvesting operations.

Comments

Harvest operation started 5 weeks prior to this assessment. The site is an eagle affected area.

The Monthly Harvest Monitoring Form is completed using iAuditor. At present, there is no validation that the assessment was in fact conducted on site. An opportunity for improvement is noted in this regard.

Site 5:   Regeneration (Northeast)   SF140A

Objective evidence:

Processes observed/demonstrated
- effectiveness of regeneration

Records validating processes
- Regeneration Burn (Forest Operations Plan) 08.09.19
- Browsing transect - Transect # 39
- Regen surveys – 1 prior to burn and one after

Interviews with key personnel
- ███████████████

Comments

Browsing monitoring

Site 6:   Harvest operations (North-west)   TP002D C/F
███████████

Objective evidence:

Processes observed/demonstrated
- Contractor handover and coupe induction
- Contractor safety audits
- Emergency preparedness and testing
- Road condition and drainage
- Cording of landing

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- Identification and demarcation of potential sink-hole

Related documentation
- FPP TP002D Updated 19.05.20
- Variation to FPP

Records validating processes
- FPP TP002D Updated 19.05.20
- Coupe diary notes to 25.06.20
- PCBU Audit – May 2020
- Harvesting Monitoring Form (iAuditor)

Interviews with key personnel
- Harvesting Supervisor and Bush Boss (███████) regarding harvesting operations in the north-west.

Comments

Contractor affirmation of value of Avenza maps

Threatened species observations are recorded into Natural Values Atlas. An opportunity for improvement is noted in relation to procedures for recording and reporting on special values detection.

Site 7: Regeneration (North-west region) TG018B

Objective evidence:

Processes observed/demonstrated
- Burn planning
- Site hygiene – machinery wash-down
- Hazard identification
- Contractor communications: EMPs, working alone, fire management etc.
- Soil erodibility assessment
- Drainage protection – installation of grips
- Stakeholder engagement
- Aerial ignition – induction / flight plan
- Site walk through
- Identification and protection of eagle's nest
- Sowing
- Monitoring establishment
- Browsing monitoring and control
- Location of browsing monitoring plots
- Regeneration surveys – verification of effectiveness

Related documentation
- FPP TG018B - 01.03.17
- Contractor Job Specification – Fire breaking / tracking Eagle Specification 18/10/19

Records validating processes
- Tracking monitoring template TG018B 17.06.20
- Regeneration Burn – Forest Operations Plan TG018B 23.03.20

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- Burn Plan records – 24.03.20
- Aerial seeding plan – Aerial Sowing NW 2020
- Seed allocation sheet
- Pre-sowing briefing

Interviews with key personnel
- Forest Manager (North), regarding regeneration processes.

Comments

Flight lines are checked after the aerial application of seed, however there is no requirement to record that the application has met STT requirements. An opportunity for improvement is noted in this regard.

Site 8:   Roading/bridge replacement (Southern region) Weld Bridge

Objective evidence:

Processes observed/demonstrated
- Tender process
- Site handover
- Operational planning
- Stakeholder engagement – Discussions with contractor
- Contractor management - Supervision of operations
- STT Performance assessments
- Safety and environmental assessments

Related documentation
- Contractor Job Specifications - Roading Works

Records validating processes
- Photos of bridge condition – abutments damaged by fire

Interviews with key personnel
- Roading Coordinator (Southern Region) and ▆▆▆▆▆▆ (▆▆▆▆▆) and ▆▆▆▆▆▆ (Regional Manager) regarding planning and supervision of bridge repairs.

Comments

STT processes for managing the repairs to the Weld Bridge abutments were demonstrably effective. STT used an open tender process for the repair of the bridge abutments which resulted in a series of options. The information provided during the audit demonstrated effective controls and monitoring processes.

Site 9:   Fire salvage (Southern region) AR069E   ▆▆▆▆▆▆▆▆

Objective evidence:

Processes observed/demonstrated
- Operational planning
- Stakeholder engagement

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- Site handover and induction
- Contractor management - Supervision of operations
- STT Performance assessments
- Safety and environmental assessments
- Log loading and haulage

Interviews with key personnel
- Senior Forest Officer – Operations Planning, Acting Production Manager, Contractor Representative (Director), and Senior Forester – Harvesting regarding planning and management of the salvage harvest operation.

Comments

Following the 2019 fires, STT developed a priority list for salvage. Trials were conducted across several sites. Customer specifications and product quality were considerations in the prioritisation process. The salvage operation involved consultation with the FPA in finalising the priority list.

STT provided extensive records of Contractor Safety checks including recent deployment of AED to harvest site.

Vehicles used in the salvage operation have NHVR accreditation.   The contractor is trialling the STT Truck Overload Management System. The contractor is also using the PDF maps provided by STT

Assessment conclusion

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

Site 10:   Harvest operation (North-east region)   GA101Y   ▆▆

▆▆▆▆▆▆

Objective evidence:

Processes observed/demonstrated
- Operational planning
- Stakeholder engagement
- Boundary marking
- Site handover and induction
- Establishment of machinery exclusion zone
- Contractor management - Supervision of operations
- Drainage and condition of culverts
- STT Performance assessments
- Safety and environmental assessments
- Operating hours - Management of fatigue
- Log loading and haulage

Interviews with key personnel
- SFO Planning / Harvesting and contractors regarding management and supervision of operations.

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Comments

Harvesting was being carried out with manual falling. The assessment verified processes for identification of exclusion areas (Aboriginal artefact sites). The contractors have been using the Avenza maps for 8 months, to good effect. Contractors recognised the value of emergency testing processes.

The audit also assessed site completion processes including the installation of grips, and treatment of landings.

Site 11:   Kapai Quarry management (North-east region)

Objective evidence:

Processes observed/demonstrated
-    STT Planning, Quarry activities including Handover
-    Stakeholder notification

Related documentation
-    'Summary of Kapai Quarry and Folder contents'
-    FPP originally prepared for PTPZ land, now required to comply with EPA and Environmental Pollutions and Controls Act 1994

Records validating processes
-    Letter, Proposed Quarry Operation 30.07.2018
-    EPA's 'Environmental Effects Report, Guidelines for Sustainable Timber Tasmania' 11.2018
-    Environmental Protection Notice, Permit Approval 28.06.2019
-    STT Quarry Blast Notification 17.07.2019 with service provider 'Explosive Engineering'
-    WorkSafe TAS notification 15.07.2019
-    Quarry Handover to Feldwick's, not dated
-    Contractor Job Specification' for 'Drill and Blast, Crush' activities start date 15.05.2020, delayed due to CoVid19 restrictions.

Interviews with key personnel
-    Roading Coordinator North East, including Quarry sites
-    Certification Manager
-    Senior Certification Adviser
-    Production Manager North
-

Comments

Powerlines described in documentation to the north of Kapai Quarry, do not impact operations in the active Quarry area

Letter, Proposed Forestry Tasmania to EPA to increase volumes included approved FPP, Special Values at the site.

EPA's 'Environmental Effects Report, Guidelines for Sustainable Timber Tasmania' 11.2018 about the proposed activity (EPA template)

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STT Submission 20.02.2019 described background information about what STT proposed for the expansion to its Kapai Quarry activities, including options to source from third parties. Item 7 Tas Networks requirements describes the exchange and outcomes

Stakeholder engagement: Roading coordinator commented on the good relationship with EPA group working on this project, including the EPA Auditor

Environmental Protection Notice, Permit Approval 28.06.2019 including annual costs and operating conditions associated with blasting and crushing activities, and subsequent extracting 10,000 cubic metres of 'rocks, ores and minerals' annually.

EPA Audit 09.09.2019, compliance

STT Quarry Blast Notification 17.07.2019 with service provider 'Explosive Engineering'

WorkSafe TAS notification 15.07.2019

Pictures in the Quarry site: include shelf levels, 'bund' rocks placed to keep people/traffic away from a shelf wall

STT Tender: Service Provider Winning, Shot, Blast, Crushing, Excavating – 'Fieldwick's Crushing and Screening' who engaged 'Explosive Engineering'. 'Contractor Job Specification' for 'Drill and Blast, Crush' activities start date 15.05.2020, that has been delayed due to CoVid19 restrictions. Environmental / Neighbourhood considerations described. Products required 25mm and 75mm

Operational Handover 11.05.2020. Boundary defined by blue pickets and blue tape.

Entry point, Gate locked, Emergency Meeting Point and contact phone numbers are described, drainage line to pond within the active operations area.

'Site Specific Hazards' table in the STT Operational Handover document includes Transmission Lines, with information relating to the location of these lines and details of the risk(s) associated with them. However, the list does not include other 'Quarry related activities/risks' that could include Mobile machinery, Stockpiling, Steep rock faces, and possible Water pooling.

Entrance point includes a number of WH&S warnings for those entering the site, however, they do not include all risks described above. An opportunity for improvement is noted in this regard.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Site 12:   Roading and harvesting (North-west region)   CA117C

Objective evidence:

Processes observed/demonstrated
-   Operational planning
-   Stakeholder engagement
-   Boundary marking
-   Site handover and induction
-   Establishment of machinery exclusion zone
-   Contractor management - Supervision of operations

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- Drainage and condition of culverts
- STT Performance assessments
- Safety and environmental assessments
- Operating hours - Management of fatigue
- Log loading and haulage

Records validating processes
- Harvesting Induction – 26.05.20
- Harvest Coupe Briefing
- Hazard Notification Form – updated 09.06.20

Interviews with key personnel
- Senior Forest Officer – Sales, Bush Boss and Roading Officer regarding the north-west roading and harvesting operation.

Comments

The site induction process was demonstrated. The operation is a manual clearfall harvest of 80 Year Old regrowth. Products include sawlog, export poles and peelers.

The Contractor Manual Falling audit is carried out on a paper-based form.

Assessment conclusion

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

Part C   AS4801 Requirements and findings

4.1 General requirements

Processes observed/demonstrated
Development, implementation and review of management system documentation
Documentation
STT Safety Manual v2 and associated WHS management system documentation

Comments

STT has developed and implemented an occupational health and safety (OH&S) management system that includes procedures, processes, templates and checklists relevant to meeting requirements of the AS4801:2001 Standard. And reviewed and routinely updated these documents. STT demonstrated at this audit that it has been effective in doing this.

The organisation has also confirmed that it wants to transition its existing OH&S management system, to meet requirements of the International Standard ISO45001:2018 'Occupational health and safety management systems'. BSI Group ANZ conducted a Gap Assessment against the requirements of the ISO45001 Standard in conjunction with this routine Surveillance Audit conducted against the requirements of AS4708, ISO14001, AS4707 and AS4801.

Assessment conclusion

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

4.2 OHS Policy

Processes observed/demonstrated
- STT Policy review and update

Documentation
- Work Health and Safety Policy (02.2020)

Records verifying processes
- Power BI STT Incidents Rolling 12 month, Current
- CoVid19 Plan 'Emergency'

Interviews with key personnel
- Work, Health and Safety Manager regarding OHS Policy.

- **Comments**

The STT Workplace Health Safety and Wellbeing Policy (02.2020)

a. Is appropriate to the organisation's activities products and services and risks associated with these, and was recently updated to include 'Wellbeing': this aspect has been part of the organisation's OH&S strategy but has only been formally included in the Policy in 02.2020

b. States it is STT's objective 'to prevent injuries or illnesses in our workplace and to get everyone home safe and well every day'

c. Confirms STT will:

  a. Make strategic decisions that support a health and safety culture, accountability, the allocation of resources

  b. Provide appropriate health, safety and well-being training and support for all employees

  c. Maintain a consultation process to ensure all employees are included in the decision making where they are, or are likely to be, directly impacted by a health and safety matter

  d. Be compliant with relevant Work Health & Safety legislation, Codes of Practice and appropriate standards

d. Communicated via Toolbox, Safety Circle and Intranet including the new Document Library

e. Available to Interested parties including Contractors on the STT website www.sttas.com.au, and in the organisation's 'Safety Circle', also STT Safety Manual (v2)

f. Current version is dated 02.2020 and endorsed by STT Board.

Assessment conclusion

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

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4.3 Planning

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

Processes observed/demonstrated

- Planning and identification of WH&S risks/hazards
- Assessment and control of WH&S risks/hazards

Documentation

- STT Corporate Plan 2019/20-2023/24
- STT Safety Strategy 2019-2023
- STT Statement of Corporate Intent 2019-2020 (04.2019)
- Operational Risk Management Overview and Vault Risk Management Procedure
- VAULT system used to manage risk
- VAULT Risk Register
- STT Contractor Risk Management, Safety Circle Program

Records verifying processes

- STT Contractor Risk Management, Safety Circle Program
- Contractor Safety Reset, 07.2019 PowerPoint presentation
- WH&S Report 08.2019
- STT Yellow Book

Interviews with key personnel

- WH&S Manager

- **Comments**

STT Safety Strategy 2019-2023 describes the organisation's approach to improving safety performance.

STT Statement of Corporate Intent 2019-2020 states:

'Strategic Direction statement includes a commitment to a skilled and safe contractor workforce'. And includes these Corporate Objectives:

- Achieve and maintain financial sustainability
- Efficiently and effectively make available agreed wood volumes and other services to our customers
- Professionally manage public production forests to maintain wood resources and other environmental, cultural and economic values; and
- Achieve zero harm to our people and contractors.

STT Corporate Plan 2019/20-2023/24 included recognition of STT's Contractors and issues relevant to these: 'the harvesting and transport contractor sectors are facing significant challenges with poor safety performance, labour shortages and aged equipment in many instances'.

Safety and Environment Committees implemented, North and South.

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Planning identification of hazards, hazard/risk assessment and control of hazards/risks described for each of the site visits: refer below.

Assessment conclusion

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

4.3.2   Legal and other requirements

Processes observed/demonstrated

- STT's legal and other requirements
- Review, update and implement changes to legal and other requirements

Documentation

- Safety Manual v2
- Safety and Environment Charter
- VAULT Risk Register
- SWMS documentation

Records verifying processes

- Safety Report
- EnviroLaw and Safety Law update 06.2020
- Safety and Environment Committee Agenda/Minutes for 10.06.2020 meeting

Interviews with key personnel

- WH&S Manager regarding legal and other requirements.

- **Comments**

STT Safety and Environment Charter (3.1) defines the certified management system that covers Work Health and Safety and Sustainable Forest management procedures and practices, and includes references to legislative requirements.

Risk Register and Vault risk assessment processes include references to Legal and other requirements for all STT activities.

SWMS documents include legislative requirements:

- STT 'Environmental Legal Compliance Summary' includes State and Commonwealth legislation relevant to STT activities
- JSA/SWMS documents; for example:
    - JSA/SWMS Working around Powerlines
    - JSA/SWMS Chainsaw use and Tree falling 11.05.2020
    - JSA/SWMS Quarry Operations Activity, Actual/Potential hazards or Risk, Risk score, Proposed Action & Control Measures, Residual Risk Score for all identified Activities.

An opportunity for improvement is noted in relation to SWMS for Quarry Operations.

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Explosives Residues are identified and controls described. However, the activity 'Drilling and Blasting' that requires specialist expertise is not described, and controls for this activity/work are not included. For example, 'STT outsources this activity that is described in (relevant procedure)'.

Environment Essentials, provides updates on legislative and other requirements agreed with STT Enviro Law and Safety Law subscription. An update is provided by email to STT.

A further opportunity for improvement is noted in relation to the Enviro Essentials updates. These are based on an agreed list of legal and other requirements: it is important that the list used by Enviro Essentials is current.

Communication of Safety related issues are described in the STT Safety Report, under the heading '3.2 Legal updates' for example in 06.2020 includes updates about CoVid19: Disease Emergency (Miscellaneous Provisions) Act 2020, also Direction under Section 16 of the Public Health Act 1997 (Gatherings North West Region) No4 and Extension of Emergency Declaration (for a further 7 days).

STT 'Safety and Environment Committee' reviews WHS performance (including reviewing SWMS) described in the June Meeting Agenda for 10.06.2020 that included Safety Circle moment, Contractor online induction update, Review incident reports from Vault, Safety Alerts / Instant learnings, Observations and Take 5's, Tasmanian Forest Industry (Forest Safety Code review), SWMS Working close to Powerlines, Contractor appraisals completed/scheduled, Emergency Procedures/Drills, Workplace inspections, Internal/External audits, General Business (Covid19 that was described previously Safety Report).

Assessment conclusion

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

4.3.3 Objectives and Targets

Processes observed/demonstrated
- Setting and reviewing objectives and targets, Yellow Book
- Reviewing performance against objectives and targets

Documentation
- Safety Strategy 2019-2023
- Safety Strategy 2019-2023, Draft Operational plan
- Statement of Corporate Intent 2019-2020
- Safety Manual v2
- Yellow Book

Records verifying processes
- Safety Walk Schedule, activity suspended/on hold due to CoVid19 restrictions
- Safety Walk reports in VAULT
- Toolbox attendances
- Vehicle inspections

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- Emergency drills
- Take 5's
- Yellow Book

Interviews with key personnel

- WH&S Manager regarding safety-related objectives and targets.

- **Comments**

Safety Walk Schedule activity completed to 12.2019 for Tree felling, Log landing and Boundary marking processes recorded in VAULT. Activity suspended/on hold due to CoVid19

Safety Strategy 2019-2023, (Draft) Operational Plan commenced but not completed.

STT routinely reviews status of its performance against Yellow Book Objectives

STT in 2019 identified an opportunity to support their supplier group to improve 'Contractor performance', and set an Objective to implement a STT Support Team to support the Contractors in this process. This included appointment of a third Health & Safety Advisor in the North West to complement WH&S advisors already in place in the North East and South.

Operational based experience and understanding via H&SE Committees (North and South) that analysed incidents, and confirmed an 'increase in Contractor incidents'.

'Safety Circle' concept began with an assessment of Contractor performance in 2018 about 'WHS cultural maturity', and included Incident Summary 2018/2019. (refer OHS management plans).

Steering Committee formed with the objective to 'turn around incident/injury outcomes'

PowerPoint Overview of 'next steps' (following delivery of Safety Circle) prepared for STT Board described next steps for 2020 that included:

- Need for ongoing support for North East Contractors and STT Team
- Supporting STT staff state-wide
- Supporting STT WHS Team
- Delivery of next program in the South
- Next steps that included:
1. Contractor involvement in reviewing STT Safety Manual (completed, subsequently became v2)
2. Online Contractor Induction introduced
3. Southern Contractors planned delivery of Safety Circle Pilot Program there.

Performance Targets planned and described as outcomes from this process included:

- LTI Frequency rate for Employees <=10 for 2019-2020
- LTI Frequency rate for Contractors <=20 for 2019-2020 with a reduction for the Contractor component to <=15, and then <=10 2022-2023.

STT is already meeting its LTI Frequency rate; however, while STT's Contractor group has not experienced a serious incident since the previous audit, it is currently not meeting the <=20 target. Safety Report 06.2020 states: Lost Time Injury Frequency Rate at the end May is 23.88%

Assessment conclusion

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

4.3.4 OHS Management plans

Processes observed/demonstrated
- Yellow Book - Objective, Management plan and Activity
- Safety Circle rollout
- STT Contractor Online Induction

Documentation
- STT Safety Manual v2
- STT Safety Strategy 2019-2023
- STT Contractor Risk Management, Safety Circle Pilot Program North East Tasmania

Records verifying processes
- Yellow Book 2019-2020, 03.2020 Report
- Yellow Book #111 Creating an operating plan to support Safety Strategy, progress reported monthly
- Yellow Book #108 Implement a Contractor online induction: some progress, not complete, but Safety Strategy done
- Yellow Book #115 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: some progress.
- STT Safety Report 06.2020 summarised STT Staff and Harvest and Haul Contractor performance, also other WH&S data
- STT Contractor Online Induction records.

Interviews with key personnel
- WH&S Manager regarding OHS Management Plans.

- **Comments**

Selected WHS Improvements

Butcher paper picture of 'Selected WHS Improvements' and there were many described, included Notched log measuring area, Avenza maps, Updated signage, Take 5 before mechanical repairs, Replace windows with Mesh Margard, Larger landing area, Chain replacement, Faller communication, One-way truck driving, Level sites, Improved checklists, Defibrillator and Epirb and Satellite phone, Clear signage for Emergency meeting points. 'Credits' were described for ███████, ██████████, ██████ and STT

Incident Learning

3 'Incident Learning Interviews' DVD with people who had had an incident to talk through the process.

'Guidelines for Writing an Incident Learning Circular' (ILC) following interrogation of an incident/event i.e. 'what we learned from an incident'.

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STT Incident Learning included an example of an Excavator Rollover with 'Actions – Individual', 'Actions - Principles and Management', similar document for 'Truck Rollover'.

High Risk Project: NE Contractors chose 'Landing Safety' as a focus, 'STT Landing Safety – Core Project Team' initial meeting outcomes document that listed Positives, Problems associated with activities on Log Landings. Out of this came final outcomes from the STT North East Harvesting Contractors, Safety Circle Leadership project 'Landing and Stockpile Safety Project Report' 28.02.2020 (STT and Contractors described), excellent outcome from all involved.

Training modules 'Positive Communication' …… and the document talks about 'build a Positive and 'Speak up' culture'.

Safety Report

STT Safety Report 06.2020 summarised STT Staff and Harvest and Haul Contractor performance including:

- Lag performance indicators for Harvest and Haul Contractor:
- Vehicle incidents and commented there were no incidents for all other Contractors.
- STT Performance indicators: including LTI's and LTIFR, MITFR, STT Vehicle incidents, STT injury categorisation, Legal and Compliance issues (No reportable incidents in 05.2020), Legal update Tasmania (refer Legal and Other)
- Lead performance indicators for each of the following were described and included 'Completed May, Completed YTD, Total required for year' for Head Office, North and South including % achieved:
    o Senior Management Safety Walks (refer comments elsewhere)
    o Attendance at Toolbox meetings
    o Vehicle inspections
    o Inspections
    o Emergency testing: for Head Office Completed May 0, Completed YTD 2 against a Required 6, North 1-13-19 and South 0-9-11
    o Take 5's: Head Office 0-2, North 0-21 South 0-13
    o Proactive observations: Head Office 0-0, North 1-7 South 0-10
- SWMS development (Working around machinery discussed in 05.2020 and 'still amending with feedback from groups'
- Sustainable Me:
    o Health checks not completed in 05.2020 due to CoVid19
    o Employee Assistance Program (EAP), comment included '75 people have sourced the EAP since activated in 07.2019', including 2 in 05.2020.
- Safety Initiatives Implementation Work Plan: describing STT's initiatives 'to support turning the culture and poor performance around for our contractors', to 'see a sustained reduction in LTIFR and a culture that supports STT's continual improvement by 2023'. And a table described Task, Audience, Due for completion, Responsible and Current Status for:
    o WH&S Climate and Diagnostic Survey 11.2018, Achieved

- o Contractor Safety Reset Meeting 07.2019, Achieved
- o Safety Manual v1 08.2019, Achieved
- o Safety Manual v2 04.2020, Available for printing (and Achieved by 06.2020)
- o Incident investigation training 11.2019, Achieved
- o Online contractor induction 04.2020, Available for rollout now testing and commence with Harvest and Transport contractors
- o WH&S Advisor support Continual, On track
- o Safety Circle Pilot Program for Southern Harvesting and Transport contractors and STT Supervisors 09.2020: In discussion to accommodate CoVid19 restrictions/guidelines
- o Truck Overload Management System 07.2020, On track.
- • STT Worker's Compensation and Safety summary for 01.06.2019-30.05.2020
- • STT Safety Statistics 01.06.2019-30.05.2020 showing STT and Harvest and Haul Contractor outcomes for LTIFR 3.59 and 23.88 against a Target of <=10 and 20 respectively.

Safety Circle

Safety Circle, North East Pilot Program

Contractors and STT Staff, interactive communication

Practical School, discussed 4 key 'health and safety at work' insights:

1. Personal
2. Risk (Risk based, Risk relevant)
3. Action
4. Leadership

'Safety Circle' concept began with an assessment of performance in 2018 about 'WHS cultural maturity', and included Incident Summary 2018/2019.

Steering Committee formed with the objective to 'turn around incident/injury outcomes'

STT EXCEL document STT Contractor Safety Circle Program Steering Committee for Staff and Contractors Alignment Workshop 29.05.2019 through to 07.02.2020

STT 'Contractor Risk Management Safety Circle Pilot Programme – Alignment' (PowerPoint) developed to align all parties for Contractor Principals and Steering Committee in the process that was used for 'Establishing a model for positive consistent and engaged STT Contractor work health and safety culture' (06.2019), planning what would be done. PowerPoint includes Deliverables, Outcomes, Safety Circle Leadership Program Block Overviews for the program

Contractor Safety Circle for Bush Boss groups and STT Supervisors

STT Contractor Safety Circle Program – LIVE v4, flowchart of the timeline and processes for STT Staff, Contractors Harvest and Haul, and Others (Leaders and Workers)

WHS Advisor NE, Safety Circle Agreement 2019

Contractor Safety Circle Pilot Program Overview and Governance, Contractor Principals and Supervisors, initial agreement, followed up by 7 week 1 day per week program

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'Safety Circle Leadership Development Program' training: 'Preparation tasks for Block 1' and Block 2 on the 08 & 15.11.2019, process was interactive between STT and Contractors

Agenda, Project Timeline and Actions from Last Meeting, describing outcomes in preparation for rollout in the South, planned for late 07.2020 (CoVid19 dependent on restrictions)

No significant incidents in NE since the rollout of the Safety Circle there, nearly 12 months.

Interviews with key personnel

WH&S Advisor (North East), WH&S Manager and Cadet Forester regarding safety management.
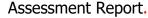
Comments

STT Contractor Online Induction

STT Contractor Online Induction planning and processes began in earnest in mid-2019 managed by the WHS Team. PowerPoint presentation about this process developed and rolled out, included 4 units:

- STT Introduction (WH&S Policy and Values Certifications and Forest Management System, Safety Circle, Safety Manual), then a 'Checkpoint' which tests the person's understanding of the material presented

- Legislation (*Work Health and Safety Act, 2012 (Tas)*, *Work Health and Safety Regulations 2012 (Tas)*, *Workers Rehabilitation and Compensation Act, 1988*, *National Heavy Vehicle Law*, *Forest Safety Code 2007*, *Forest Practices Code 2015*, Other Acts and Regulations and codes of practice as applicable), Duties and Obligations in relation to a Person conducting Business or Undertaking (PCBU), Workers Duties and Obligations, Licensing (for Contractors), then a 'Checkpoint'

- Measurement and Evaluation (Incident reporting, Notifiable events, Incident Investigation, Auditing), Incident Reporting, Notifiable events, Incident investigation, then a 'Checkpoint'

- Health and Safety Management: Contractors must have a SMS relevant to their operations they perform, Hazard and Risk Management processes, Hierarchy of Controls, Training and Competency requirements, Inductions, Fitness for Work, then a 'Checkpoint', PPE, Fatigue Management, Slips Trips and Falls, Manual Handling, First Aid, then a 'Checkpoint', Plant & Equipment including the various individual risk/hazards associated with each piece of Plant & Equipment, Hazardous and Dangerous Goods, National Heavy Vehicle Law (NHVL), and Chain of Responsibility, Traffic Control and Signage, Visitor Control, Protestor Management, then a 'Checkpoint'; Safety Planning (FOS Plans), Emergency, Plans and Response Procedures, then a 'Checkpoint'; 'Successfully completed Contractor Induction Module' and a certificate is available to print.

STT 'Contractor Feedback', live document used to develop the induction processes Contractors need to complete and includes information from Contractor and STT Staff about Section of the Induction process that Contractors, reference to the relevant Slide number, actual Feedback, and Notes/Action to

STT Contractor access portal 'Contractor Induction PowerPoint' 14.05.2020 includes 'spoken word' overlays for participants to 'hear what is written', that includes STT information and values, reference to STT Safety Manual, and a series of 'Checkpoint' stops that check understanding , Legislation and licensing, Duties and obligations, Incident reporting, Notifiable Events including electric shock, Auditing, Checkpoint 3, Health & Safety Management, Hazard & Risk Management, Hierarchy of Controls, Training & Competency, Inductions (and the purpose for these), Fitness for Work, Checkpoint (test), PPE,

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Fatigue Management, Slips Trips and Falls, Manual Handling, First Aid, Checkpoint test, Plant and Equipment, including various risks issues associated with these including Hazardous and Dangerous Goods, National Heavy Vehicle Law, Traffic Control and Signage, Visitor Control including communications, Checkpoint and test, Safety Planning (FOS Plan), Emergency including Checkpoint picture and test, Certificate of Completion (valid for 3 years)

New Contractors are being inducted using the Contractor portal now, records sighted for a mix of STT Staff and Contractors.

STT Safety and Environment Committee

STT Safety and Environment Committee meeting reviews WHS performance, as described in the June Meeting Agenda for 10.06.2020 that included Safety Circle moment, Contractor online induction update, Review incident reports from Vault, Safety Alerts / Instant learnings, Observations and Take 5's, Tasmanian Forest Industry (Forest Safety Code review), SWMS Working close to Powerlines, Contractor appraisals completed/scheduled, Emergency Procedures/Drills, Workplace inspections, Internal/External audits, General Business (Covid19 that was described previously Safety Report.

Item 15 'ToolBox Topics', and describes 'what will be communicated' with all STT Staff, and in this case it was 'COVID'.

ToolBox conducted in North West, North East, South and Head Office 15-18.06.2020

PowerPoint presentation prepared for these meetings and included:

- Core Values for Respect, Responsibility, Growth and Excellence (that includes Safety Circle 'moments').
- Safety Stats
- 2019/20 Environmental KPI's
- Observations and Take 5's
- S&E Incidents: 10 unauthorised entries on STT sites in 05.2020 (various issues), assessment of these 'Possible Risks associated with Unauthorised Entry/Access', 'What can we do?',
- Reminders Updates and Sharing: COVID-19 (Protecting yourself from Coronavirus
- Reminders Updates and Sharing: Mental Health Regional catchups provided by external PeopleWorks 'Mindfulness video (Staying connected and Mentally Healthy, Feeling alone, Supporting children, Anxiety, Healthy habits, Mindfulness) available of STT Intranet.
- SWMS (review) in this case 'Working around Powerlines' available in Vault
- Emergency Procedure Testing: One evacuation at Camdale Office, Emergency procedures on the STT Internet, Need help? Speak to WHS Advisor.
- Email since Migration: Good Vs SPAM since COVID
- Discussion. Feedback and Comments: STT Staff speaking about issues people want to speak, want others need to know about, share information that others need to know about for all parts of STT that in turn can be communicated across the business
- General Business: free for all , Open for all to share

STT support for these activities include for example video presentations are available on STT Intranet.

Interviews with key personnel

- WH&S Manager regarding the delivery of the Safety Toolbox.

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Assessment conclusion

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

4.4 Implementation

Standard references

4.4.1 Structure and responsibility

4.4.1.1 Resources

4.4.1.2 Responsibility and accountability

4.4.2 Training and competency

4.4.3 Consultation, communication and reporting

Processes observed/demonstrated

- Determination of organisational structure and reporting lines
- Provision of Position Descriptions for key management roles

Documentation

- STT Safety and Environment Charter
- STT Contractor Online Induction (PowerPoint)

Records verifying processes

- WH&S Manager, Position Description
- STT Organisational Chart 06.04.2020
- Workers Compensation Compliance Manual 12.2019
- Self-Insurance Permit, KPMG planned for 07.2020

Interviews with key personnel

- WH&S Manager and STT SFO's and other Field Staff involved in developing and implementing WH&S requirements into Forest Practices Plans (FPP's) for STT's field operations.

Comment

STT Organisational Chart 06.04.2020 includes the Executive Management Team, then Forest Products Group that includes the WH&S Manager and subsequently the 'WHS Group' that includes WH&S Manager and 3 WH&S Advisors for the North East, North West and South

STT WHS and Contractors involved in Safety Circle processes.

4.4.1.2 Responsibility and accountability

Position Descriptions include Safety related requirements: PD Manager Workplace Health and Safety (03.20129) responsible to 'develop and implement strategic and operations WH&S programs that support the commercial objectives and legislative obligations of the organisation, Home safe and well every day'. Key accountabilities include 'develop and implement the STT Safety Strategy'.

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4.4.2 Training and competency

STT Learning and Development Guidelines 04.2019. The aim of the L&D Guidelines is to develop a methodology that delivers effective, targeted L&D that builds employee capability to deliver current and future goals of STT.

STT Contractor Online Induction planning and processes began in earnest in mid-2019 managed by the WHS Team. PowerPoint presentation about this process developed and rolled out, included 4 units (refer comments above)

4.4.3 Consultation, communication and reporting

Processes observed/demonstrated

- Corporate communication
- Toolbox meetings

Documentation

- STT Safety Strategy 2019-2023
- STT Statement of Corporate Intent 2019-2020
- STT Safety and Environment Charter Draft
- STT Safety Manual
- STT Office/Depot Induction for unsupervised Contractors and Visitors 10.06.2020
- Forest Management Review, Work Health & Safety

Records verifying processes

- Forest Management Review, Work Health & Safety
- Toolbox Meetings, see below

Interviews with key personnel

WH&S Manager regarding consultation and communication.

Comment

STT Safety and Environment Charter describes how the organisation communicates with its Staff. It defines the certified management system that covers Work Health and Safety and Sustainable Forest management procedures and practices, and included references to Communication and Consultation. It also describes how communication flows throughout the organisation, for example:

- Organisational, Communication of Safety and Environmental Issues for Employees, via Regional Safety and Environment Committees, the Work Health Safety and Environment Group (WHS&E Group), Field Operations Meetings, Forest Management System Reviews, and Environment Safety and Health (ES&H) Board Sub-Committee

'Sustainable Me' support available for STT Staff 'on the phone' due to COVID-19, and not on site. STT Intranet site provides 'Safe Work Environment Resources' that are available for Staff to access when a need arises. COVID-19 Safe Work Plan, Site Plans, What you need to do, and Videos and Presentations relevant to STT activities Includes ToolBox meetings described above.

Safety and Environment Committees, Northern and Southern

The Regional Toolbox Meeting Southern Region, via Zoom 17.06.2020 (May information) included description of:

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- Role and Scope of Toolbox Meeting
- Values moments 'Safety Circle', Respect ' we create safe spaces
- Near Hits
- Observations
- Statistics that included:
- Positive Performance Indicators (PPI's) LTI, MTIFR for
- Regional: Days since previous LTI 603 days (for Southern Region)
- Statewide : LTI 1 against Target <=3, LTIFR 3.63 against a Target of <=10; Harvest and Haulage Contractors 28.61 against a Target <=20; other Contractors 1 against Target of <=2
- Event: Hot saw disc Vault #3044 and Trailer tip-over Vault #3046
- Document Review: Working Around Machinery SWMS

Other business activities included:

- Contractor Online Induction update
- Safety Manual V2
- COVID controls
- Vault Incident Management procedure: 'Pending' incidents to be actioned within 7 days, Causal analysis and Corrective action must be entered for every incident
- Mental Health Regional catchups, Zoom morning tea and Friday catchup.
- Safety Triangles (placed in STT vehicles)
- Emergency Procedure Testing: none reviewed this month, Evacuation at Scottsdale, Available on the Intranet
- Discussion Feedback and Comments for all STT business centres including Plantation & Native Forests, Roading and Nursery & Seed Centre.

General Business open to everyone, Q&A with GMT.

- PowerPoint presentation, Toolbox Meting 05.2020: Presented across the State in NW 18.05.2020, NE 19.05.2020, South 0.05.2020 HO 21.05.2020 included the following issues:
- Regional WH&S Advisors: three now appointed including a new Advisor in the NW
- Duties and Responsibilities of the Safety and Environment Committee
- Event Investigations: PowerPoint presentation, Toolbox Meting 05.2020 showed Trailer tip-over Vault #3046, Vault system Event 15.04.2020 Truck went wide to avoid potholes and the trailer tipped, Truck remained upright. Refer Incident investigation, corrective and preventive action.
- Event Corrective Actions
- Hazard and Risk Management
- Vault Database Risk Register

Forest Operation Plans

- Harvest and Transport Contractors Management Systems Review and Annual review
- Safety Audits, Monitoring and Workplace Inspections
- Emergency Response Procedures see elsewhere

Toolbox Meetings conducted:

- Camdale Office 20.01.2020:
- Perth Office 21.01.2020
- Lampton Office 22.01.2020

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- Bathurst Office 23.01.2020
- North West 15.06.2020
- North East 16.06.2020
- South 17.06.2020
- Head Office 18.06.2020

Issues discussed included: Core Values, Safety Stats Summary STT and Harvesting & Transport Contractors, LTIFR data, Key Performance Indicators eg Harvest boundary breaches, Observations and Take 5', S&E Incidents and Discussion points, Signs of fatigue, Trees falling onto powerlines during Harvesting operations, Branches falling into Lampton depot, Working in the heat, Work Group Feedback, Reminders Updates and Sharing (PeopleWorks).

STT Lessons Learnt / Incident learning examples sighted:

2019-01 Truck rollover, Processor operator hand injury sharpening chain, Processor operator slip on exiting the machine, Field Worker fall climbing over a log

2019.02 Forest Practices Authority audit outcomes for Wildlife Habitat Clumps and for Certification of Compliance Reports (now captured on iAuditor software system)

2019-03 Excavator rollover

Safety and Environment Committee Meeting 10.06.2020 (refer comments elsewhere)

Northern Safety & Environment Committee Meeting 05.2020 Meeting Minutes includes:
- Safety Circle Moment: x2
- Previous Minutes – Action Items
- Safety Statistics for 01.05.2019-30.04.2020

Assessment conclusion

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

4.4.5   Documentation and records

Standard references

4.4.4 Documentation

4.4.5 Document and data control

4.5.3 Records and record management

Processes observed/demonstrated

- Document development, use, review and update, and disposal.

Documentation

- STT Document Management Procedure 01.05.2020, v7.1
- Refer throughout this report

Records verifying processes

- Refer throughout this report

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Interviews with key personnel

- Theresa Weller WH&S Manager

STT Document Management System

STT Document Management Procedure describes the organisations approach to documenting its management system, control distribution and access, control and storage preservation and retention of document review process and removal of obsolete documents. Describes responsibilities including for the Certification Manager, storage is on SharePoint (Document Library), access to the Document Library, review process including consultation and approval, document control including naming conventions, and reports from PowerBI a database that sources information from across the STT environment, to provide the organisation about documents scheduled for review and updates that STT uses can access. Documents include internal and external documents, and 'where they are stored'.

Archive process: Document Management Procedure, 'Obsolete Documents' states 'All documents when deemed obsolete, must have the required document properties updated' and are then set to 'Inactive'

'Document Library' has recently replaced 'Wiki' the former document management system. It includes categories Corporate, Forest Production and Forest Management, Work Health and Safety, list current documents. Inactive documents are contained in the previous document management system 'Wiki'. Documents deemed inactive now will be 'archived' in the Document Library'.

STT changed its documented management system from Wiki to SharePoint, and this is now known as the organisation's 'Document Library'.

Documented information to confirm performance is held in Google or various drives.

STT demonstrated that it has developed, implemented and reviewed documentation necessary for the effective identification and management of risk associated with its forest management operations.

4.4.5 Document and data control

STT has conducted a comprehensive transition from 'Forestry Tasmania' documentation to 'STT logo and addresses' documentation: this is understood to be complete, however a number of Forestry Tasmania documents remain, eg Lampton Park meeting agenda.

Document Management Procedure, 'Document Management System' section describes that STT has a mechanism in SharePoint to 1. securely store documents, 2. access the most current version of documents, 3. prevent the availability of obsolete documents or document versions and 4. allocate scheduled review dates and a responsible author for each document.

PowerBI 'Documents Due for Review Report' (01.07.2020) with an attachment 'Link to Report' and this report describes a Document name, Last reviewed, Review date, Date Difference, Review author, Review period (years), and Site link that goes straight to the Document Library.

- Assessment and Recording Method – Non-production Thinning: 30.10.2014, Due for review 301.10.2017, Overdue, Author described and Review period 3 years (Overdue 3 years)

- Contractor Planting Record: Last reviewed 08.04.2014, Review date 08.04.2017, Overdue, Author described and Review period 3 years (Overdue 3 years)

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- Road Works Procedure: Last reviewed 30.09.2017, Review date 30.09.2020, 87 days to go, Author described and Review period 3 years

A number of STT WH&S related documents are overdue for review and update, and are scheduled in PowerBI 'Documents Due for Review Report'. And there is a plan in place for these to be reviewed via the Toolbox process with the 3 WH&S Advisors over the coming 12 months.

STT Document Owners and the documents they are responsible for reviewing and updating, are notified to the Document Owners via a PowerBI email: 'New/Reviewed Documents June' are listed and include:

- Library: Document type Procedures, Name: Harvest and Sales: Heavy Vehicle National Law Chain of Responsibility Procedure

- Library: Category Forest Resources, Forest Inventory, Document type: Guideline and Manual, Name Standworks Office guide

Archive process: Document Management Procedure, 'Obsolete Documents' states 'All documents when deemed obsolete, must have the required document properties updated' and are then set to 'Inactive'.

Records and other documented information required to demonstrate effective management of risk were readily available: many of these are now held electronically, for example via iAuditor systems.

Assessment conclusion

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

Processes observed/demonstrated

- Identification and management of risk
- Planning to control risks/hazards
- Assessment of the effectiveness of controls

Documentation

- STT Safety Strategy 2019-2023
- STT Safety and Environment Charter
- STT Statement of Corporate Intent 2019-2020
- Safety Manual v2
- Operational Risk Management Overview and VAULT Risk Management Procedure 02.01.2018 v2

Records verifying processes

- VAULT Risk Register
- Contractor Job Specification Quarrying works 07.01.2020
- Certification Safety and Environment Risk Register 06.2020
- SWMS Working around Powerlines
- SWMS Working around Machinery
- SWMS #97 Drip torch

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- SWMS #114 Depot Management
- VAULT system used to manage and includes Event reporting, SWMS, Risk Assessment (Risk Register), Audits, Monitoring, Safety Walks, Observations, Plant and Equipment (Compliance), Substances (SDS's), and Records for all of these.

Interviews with key personnel

- WH&S Manager regarding hazard identification, hazard/risk assessment and control of hazards/risks.

Comment

STT Safety Strategy 2019-2023 describes the organisation's approach to improving safety performance.

STT Statement of Corporate Intent 2019-2020 describes:

Strategic Direction statement includes a commitment to a 'skilled and safe contractor workforce'. And includes these Corporate Objectives:

- Achieve and maintain financial sustainability
- Efficiently and effectively make available agreed wood volumes and other services to our customers
- Professionally manage public production forests to maintain wood resources and other environmental, cultural and economic values; and
- Achieve zero harm to our people and contractors.

Safety Manual v2, recently jointly updated by STT and Contractors.

Contractor Safety Reset 07.2019 PowerPoint presentation

STT has developed and implemented a number of planning and implementation tools relevant to its operations for identifying hazards, hazard/risk assessment and control of hazards/risks. They include:

- Forest Operational Plans (FOP's) for STT management of a site/operation
- Job Specifications 'guide what's done'
- Contractor Job Specification, for example Quarrying works (07.01.2020)
- Safety Hazard Notification 'that identifies previous issues associated with proposed works
- Review and Approval, Planning Checklist processes describe all QSE issues to be assessed prior to commencing operations
- Operational Handover processes that include requirements for Emergency Plan and an 'induction' process
- Risk Register processes that capture information from previous operations
- 'Certification Safety and Environment Risk Register' (06.2020) is new!!! (Risk Register)
  - o Identified and described 53 'high level' risk categories /subjects that list:
    - ▪ Risk ID
    - ▪ Site (categories /subjects)
    - ▪ Raw risk (Severe , High, Medium and Low)
    - ▪ Residual risk
- VAULT (document management system, depository, SWMS and Risks) 'STT Risk Register' describes risks and how they are managed and includes:

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- o STT Risk Register, Hazard Identification processes
- o Risk Identified including a Risk Assessment, Risk ID 59 'Contractors' (tab) that list all relevant risks and hazards associated with Contractor activities;
- o Inherent Risk Rating and Residual Risk Rating assessments and appropriate Controls that are applied to individual operations and activities.

VAULT Bushfires, Hazard Identified, Risk Identified (Initial):

- Environment: Risk score not described
- Legal/Regulatory: Risk score Medium
- Safety: Risk score High
- Residual Risk Rating: Medium

Risk Control Plan for all risks identified associated with 'Bushfires':

An opportunity for improvement is noted in relation to the Vault Risk Register. It currently includes a number of 'gaps' in its tables: including the 'Risk score' for Environment. It is not clear why these 'gaps' occur and appears to be inconsistent with the rest of the document. The document is 5 years old and there is no 'Review date' described.

SWMS #97 Drip torch use includes Work Sequence, Key steps, Actual/Potential Hazards and Risks, Risk Score, Proposed action & Control measurements and Residual Risk Score. It is unclear when this document was last reviewed and an opportunity for improvement is noted in this regard.

SWMS #114 Depot Management 12.03.2020, (for Camdale, Perth, Geeveston Smithton, Branxholme) includes Competency requirements for STT Staff at these sites.

Geeveston: Underground Fuel Storage is not decommissioned but EPA relevant 'Controls' are in place and external monitoring being conducted.

Hazard identification, hazard/risk assessment and control of hazards/risks were observed in planning documentation associated with the field sites visited during the audit: refer Site Visits information.

Assessment conclusion 4801

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

4.4.7 Emergency preparedness and response

Processes observed/demonstrated

- STT Document Library, WH&S
- STT Emergency preparedness
- STT Contractor emergency preparedness

Documentation

- STT Emergency Preparedness and Response Guidelines 2020 v4
- SOP 'Search and Locate, Working Alone and Remote Area Procedure' 02.05.2019

Records verifying processes

- STT Emergency Testing Schedule and Record

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- Toolbox Meetings 02.2020 (Scheduled in 02.2020)

Interviews with key personnel

- WH&S Manager regarding emergency preparedness and response.

Comment

STT has identified 8 Emergency situations: and these are scheduled for testing in the STT Emergency Testing and Record. A more recent potential Emergency situation has been identified: excessive 'Driving' was identified in the Safety and Environment Committee forum.

STT Emergency Testing Schedule and Record EXCEL document described Emergency drills scheduled at Head Office, North East, North West and South locations, from 09.2019 to 06.2020, STT Staff responsible for conducting the drill, scheduled date by month, actual date carried out, and 'Comments' that included the method used e.g. Toolbox, and CoVid19 relevant information e.g. Postponed.

SOP 'Search and Locate, Working Alone and Remote Area Procedure' 02.05.2019 discussed, and used a scenario to test the procedure.

Toolbox Meetings 02.2020 (Scheduled in 02.2020), using the STT template were conducted at Camdale, Perth, Lampton and Bathurst Offices: refer previous comments and timetable

Emergency Procedure Testing, Search and Locate Procedure

Attendees reviewed a lists of key requirements from the SOP that included prompts:

- Why is it in place?
- Who is responsible?
- What happens if you are unable to be contacted?
- Working in another region?
- Working alone or remote work?

Assessment conclusion 4801

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

4.5 Measurement and evaluation

Standard references

4.5.1 Monitoring and measurement

4.5.1.2 Health surveillance

Processes observed/demonstrated

- Safety Walks
- Depot and Office Inspections
- Data entry to VAULT and Actions managed

Documentation

- Safety Walks Fact Sheet

Records verifying processes

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- #3 2019-2020 ▮▮▮▮ Southern Region, 30.09.2019
- 2019/2020 North East Depot and Office Inspection Schedule

Interviews with key personnel

- WH&S Manager regarding measurement and evaluation.

Comment

SOP includes a frequency for monitoring in Timber Harvesting and Sales 17.05.2018

Section 4: Operational monitoring

    4.1 Monitor compliance with FPP, safety, silvicultural prescriptions and fire protection Harvesting Monitoring Form, Fire Management Audit Report, Quarterly Safety Audit Report , Safety Code

Safety Walks: suspended in 03.2020 for the duration of COVIC

Safety Walks Schedule 2019-2020: completed for the period 09-2019 – 12.2019

#3 2019-2020 ▮▮▮▮ Southern Region, 30.09.2019, observation and outcomes recorded in Vault (OFI last time) on Safety Walk Fact Sheet v1 statement 'Crew may not get as much attention from ▮▮▮▮ Managers/Support staff due to location and remoteness – Discussions have occurred with Bush Boss and Operations Manager'. And 'Positive crew doing a good job'.

2019/2020 North East Depot and Office Inspection Schedule lists inspections for Pert Office, Perth Nursery and Seed Centre, Perth Residence, Scottsdale Office and Branxholm Depot, Fingal Office/Depot, Holly Bank, South Springfield and Griffith Park. All but 2 of the inspection shave been completed.

Assessment conclusion 4801

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

4.5.1.2 Health surveillance

Processes observed/demonstrated

- Health surveillance processes

Documentation

- STT 'People and Culture Strategy' (2019-2021)
- Sustainable Me

Records verifying processes

- 2019-2020 Fire Medicals and Fire Walk Results
- Employee PeopleWorks online portal
- Forestry Firefighter Assessment on 11.10.2019. (Workforce Health Assessors, Tasmania)

Interviews with key personnel

- WH&S Manager regarding health surveillance.

Comments:

STT Health Surveillance requirements have been met by STT and documented

STT '2019-2020 Fire Medicals and Fire Walk Results' includes data about individuals 'date of Medical'

Hearing assessment, Firefighter assessment and Employee Assistance Program (Sustainable Me).

Hearing assessment conducted every 2 years: 2018/2019

Employee PeopleWorks online portal available for all STT 24/7, with data that can provide guidance about 'how people are travelling'.

Firefighter Medical Assessment every years:

Record sighted for: Forestry Firefighter Assessment – Full assessment with Hearing test' 02.10.2018. A similar record described the 2019 assessment that was for Forestry Firefighter Assessment on 11.10.2019. (Workforce Health Assessors, Tasmania)

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

4.5.2 Incident investigation, corrective and preventive action

Processes observed/demonstrated

- Incident reporting and investigation
- Use of iAuditor system to collect data

Documentation

- Incident Reporting and Investigation Procedure 06.2020
- VAULT is STT's 'Incident investigation, corrective and preventive action' process and includes Machinery and Equipment compliance schedules (eg checks for First Aid Kits, Test & Tag, SDS requirements)

Records verifying processes

- VAULT:
    - o 20200331 ▇▇▇▇ Incident Report, 31.03.2020, and
    - o 20200120 STT Incident Investigation Report for a collision between STT vehicle - Log truck
- iAuditor, 'Basic Incident Investigation Checklist' information
- Toolbox Meting 05.2020, Event Investigations, PowerPoint presentation

Interviews with key personnel

- WH&S Manager regarding Incident investigation, corrective and preventive action.

Comment

Southern Safety and ICAM

Incident Reporting and Investigation Procedure 06.2020 describes Purpose and links the process to VAULT processes, 'What is an incident?' Incident reporting requirements What is an Incident Investigation?', 'What level if Investigation is required?', Table 1 Incident reporting and investigation protocol for Severity of Incident (Insignificant, Minor, Moderate, Major and Extreme) and Timelines also Regulator Notification Requirements for the Forest Practices Authority and WorkSafe, Investigation Types that relate to incident above, Contractor Incident Investigations, Investigations outcomes, Communication, Corrective actions, Appendix 1 Consequence summary from Risk Matrix and Appendix 2 VAULT Incident

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Basic Incident Investigation Checklist' installed on iAuditor, 'Collection of Information for Investigation – Questionnaire' (PEEPO)

'Incident Investigation Report' describes in more detail the events and analysis of the event and why it occurred, including a Timeline of events and Key findings including 'Basic Cause' and 'Contributing Factors' Conclusions and Observations, and Recommendations, and Management Review of the Investigation Report, Significant Learnings, and Appendices, ICAM Analysis, Corrective Action Plan that includes sign off 'General Manager – Forest Products' and also by others involved in the process.

20200331 ▮▮▮▮ Incident Report, 31.03.2020 at 2.20pm Injury, Hand crush injury/incident report, Record of Safety Meeting' 01.04.2020 (ToolBox) in relation to the incident, and described causes for the incident and corrective actions to prevent re-occurrence, and signed by all who attended.

20200120 STT Incident Investigation Report (ICAM Incident)

STT vehicle collision with STT Contractor log truck 20.01.2020, followed template process including Corrective actions that included cones along the road to warn road user; detailed accounts of interviews with Drivers and Contractor Supervisor; Description of vehicles, Procedures commented on radio calls made but not acknowledged; Photographs showing travel paths of vehicles and skid marks by the trailer; Truck driver Log book; Timeline record' Basic Cause re Truck travel path too narrow for the curve; Corrective Action Plan with actions and completing dates.

Toolbox Meeting 05.2020, Event Investigations

PowerPoint presentation, Toolbox Meeting 05.2020 showed Trailer tip-over Vault #3046, Vault system Event 15.04.2020 Truck went wide to avoid potholes and the trailer tipped, Truck remained upright, Category: Vehicle accident; Causal Analysis: IT3 Operating speed IT10 Hazard recognition perception and IT12 Work method error or violation; Corrective Actions: report from▮▮▮ 'Done', Final report identified 'excessive speed as the cause'. ▮▮▮ Notice to Drivers' by Compliance Manager on 16.04.2020 Incident Spur 1 Road: described the incident in detail. However, ▮▮▮documents including the WorkSafe document 'some inattention', and 'drive to the conditions', however the full investigation by ▮▮▮ stated driver travelling greater than agreed speed, Failed Defence: Driver admitted to travelling above the speed by 15kph', and ▮▮▮ confirmed the Employee on trial at the time was 'not offered further employment'.

Assessment conclusion 4801

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

4.5.4 OHSMS audit

Processes observed/demonstrated
-   STT audits, Internal and External audits
-   Reporting to Management review

Documentation
-   STT Internal Audit Schedule 2020

Records verifying processes

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- Internal Audit Summary Report 03.2020, Statewide, Implementation of Wildlife habitat clumps on PTPZ land in the planning stage
- Internal Audit Report, Audit Summary 29.05.2020 (new format) Progressive harvesting assessment (PHA) system
- Forest Practices Authority Audit
- Harvesting Contractors Listing for Audits 2020
- Harvest and Haul Contractor Safety System audits 2020
- Health & Safety Audit Results, 2018, 2019, 2020 YTD summary comparison

Interviews with key personnel

- WH&S Manager regarding OHSMS Audit program and planning.

Comment

STT Internal Audit Schedule 2020 describes audits by Location, What to audit, Auditor(s), and Recommended timing.

Region audit: Browsing control management (Work at night, Remote, ATV use (new legislation), Firearms), by 06.2020

Region audit: Wildlife habitat clumps, by 30.06.2020

Perth audit: Perth Nursery site (previous NC), by 30.06.2020

Geeveston: Island Specialty Timbers & Geeveston Depot (previous incidents), by 30.06.2020.

Not all audits have been completed due to CoVid19 restrictions, and no Safety related audits have been completed. These will be re-scheduled once CoVid19 restrictions are lifted.

STT Internal Audit Summary Report 03.2020

Scope: Implementation of Wildlife habitat clumps on PTPZ land in the planning stage.

Audit Objectives described

Introduction: how the audit was conducted, across 36 coupes in 3 Regions through a desktop assessment for compliance.

Findings: the audit identified 2 Area of Concern and 3 Opportunities for Improvement.

Conclusions:

Generally sound, some areas of concern, resolved through discussions at Planners workshop. Related to 'procoupe exclusion zones' count as reserves when applying the 200m rule'.

Actions/ Opportunities for Improvement:

1. STT Team to determine the final specification by STT WHC workflow procedure associated and planning tools'.
2. Convene a meeting with FPA and STT Planning coordinators to present outcomes from above, 'present our approach to implementing the WHC's on PTPZ land and proposed WHC Planning tool'.
3. Develop the new WHC Planning tool within STT's Corporate GIS system, which will involve training with regional Planners and regional GIS personnel.

Audit findings, Observation and evidence are described for all elements of the procedure.

Internal Audit Report, Audit Summary 29.05.2020 (new format)

Scope: Progressive harvesting assessment (PHA) system

Audit Objectives described

Objectives: 'Assess whether the current is being carried out according to the defined UAT progressive harvesting assessment procedure'.

Introduction:

Findings from this audit: x4, Documented procedure not current, and PLA not been done anywhere, and PHA process are not being done in the North East.

Follow-up actions described.

2NC's described, also OFIs' but not recorded in Vault.

An opportunity for improvement is noted in relation to Internal Audits. Audits conducted on 30.06.2020 'Implementation of Wildlife habitat clumps on PTPZ land in the planning stage', and on 29.05.2020 'Progressive harvesting assessment system' include 2 Non-conformances associated with the organisation's implementation of its PHA processes, and a number of OFI findings: these findings have not been entered into STT's Vault.

STT document 'Forestry Tasmania Field Procedures, For Native Forest Uneven-Aged Treatment, Progressive Harvesting Assessment' (27.08.2001, v3) has not been reviewed since 2001.

Harvesting Contractor Audits 2020

Harvesting Contractors Listing for Audits 2020

Health & Safety Audit Results, 2018, 2019, 2020 YTD summary comparison

Worksheets for 'Full List', NE Skills, fire system, NW skills, fire system, South skills, fire system

Schedule describes 42 planned audits and 21 system audits, and includes dates for the audit that are recorded/captured on iAuditor:

- NE partially completed
- NW fully completed
- South partially completed

Beaumont's SR25A NW Skills audit 16.03.2020

Harvesting Safety Audit – External Audit (Skills audit) 16.03.2020, iAuditor template, for all Operators, 99.1% inspection score

Section 1: Contractor System assessment

Section 2: Person PPE etc. for each Beaumont's Employee

Section 3: Machinery assessment

Section 4: Log trucks

Section 5: Faller assessment, including FOLS tickets

Beaumont's SR25A NW Fire preparedness audit 16.03.2020

Beaumont's Safety Management System audit 17.03.2020

Audits have been suspended due to CoVid19 restrictions: STT plans to recommence audits in 08.2020

Assessment conclusion 4801

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

4.6 Management review

Processes observed/demonstrated
- Conduct of Management review against requirements of the Standard

Documentation
- Management Review Procedure 12.2017

Records verifying processes
- Forest Management System Review 02.08.2019 PowerPoint including WH&S issues
- Forest Management System Review WH&S 02.08.2019 PowerPoint
- General Management Team Meeting Agenda 24.02.2020
- Environment, Safety and Health Committee Meeting Agenda 24.02.2020

Interviews with key personnel
- WH&S Manager regarding management review.

Comment

Management Review Procedure 12.2017 describes Purpose 'communicates the processes implemented by STT top management to review the suitability, adequacy and effectiveness of STT's Forest Management System'. Two parts 1. Regular review mechanisms, 2. Annual review of the management system that provides a helicopter view of STT's system performance.

Table 1: Summary of Forest Management System Component review mechanism and includes Components including Policy, Objectives and Targets, Responsibilities, Procedures Internal audit, Monitoring, Non-conformities and Corrective Actions, New information / Changing circumstances, Stakeholder interactions, Research findings, Hazard identification, Forest Management Plan and Status of actions from previous reviews.

Part 2: Forest Management System Annual Management Review conducted 'later in the year'.

Part 1 and Part 2 of the procedure meet requirements of the Standard.

Forest Management System Review 02.08.2019, held at the Bathurst Street Boardroom: review items were presented in a PowerPoint and included WH&S items including:

- Actions taken from 2018 Policy review
- Procedure document review: Reviewed in 2018/2019 25% of all documents and Due or overdue for review 19%, including Safety documents overdue by >15 days = 34, and a plan has been described to address this via monthly Toolbox Meetings.
- Change from WIKI to Sharepoint, live for about 1 month. Significant advantage is being able to access documents externally via SharePoint.
- Vault events: Events increased from 2017/2018, fewer WHS staff
- STT Worker Events and Trends
- Contractor Worker Events and Trends including Machinery servicing
- Corrective Actions including Open events down

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- Corrective Actions including Cause and Actions for these
- Operational Monitoring for Operation type: Harvesting Roading Quarry and Establishment all captured on iAuditor systems
- Harvest monitoring noted issues: Question and Number that indicated previous issues have not been followed up. STT now involved in the process of delivering alerts about these to Bush Boss people.
- Operational monitoring trends
- Compliance evaluation
- FPA Compliance 3 year plan published and supplied to CFPO as agreed, and 1 STT incident s41s, resolved
- Other Legal Compliance: re Notifiable incidents reported to WorkSafe (STT Safety Report 06.2020, Legal and Compliance Issues, Notifiable incidents: 'There were no incidents reported to Worksafe during May'), No WorkCover issues to STT or Contractors, Dam Safety requirements and Risk assessments to eb organised
- Audits
  - External (FSC and AFS) Internal (FPA, Harvest and Haulage Contractor safety system) and STT internal audits
  - AFS Audits: Reschedule, 05.2018 non-conformances actions, and Chain of Custody
  - FSC Audits: and relevant comment about the audits and outcomes
  - FPA Audits: outcomes from past 3 years, outcomes consistent with 3 year average
  - Internal Audits: Quarry management, Perth site, IST Geeveston, Fire tower management, Training and competency and Chain of Custody
- Chain of Custody comment
- Environmental events: Unauthorised dumping and firewood getting
- Environmental KPI's: of 13 KPI's achieved 11, not achieved 1 and 1 unknown at the time of the review.
- Certification Branch objectives: Yellow Book-looking back, looking forward, overall performance and comment about carrying forward 28 projects to 20019-2020 some with refinements.
- Resources: for all STT Work Areas including Safety Management that comments 'significantly increased resources'.
- Summary of Continual improvement:
- Conclusion: relates to continuing adequacy and effectiveness of the Forest Management System. And the meeting 'agreed'!
- Final remarks/Feedback:

Forest Management Review, WH&S 2018/2019 in review PowerPoint

Results 2018/2019

Incident Summary 2018/2019: STT LTI and LTIFR had reduced in Q2 2018 from 10 to 6 by Q1 2020

Incident Summary 2018/2019: 32 injuries, 18 minor, 5 depots, 9 fire ground and 18 boundary marking or reconnaissance

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Incident Summary 2018/2019 Harvest and Transport Contractors:

- 34 injuries 10 Chainsaw, 7 Slip trip fall7 Truck/Machinery related
- Contractor LTI's: 16
- Incident Summary, Contractors including potential severity
- Worksafe Notifiable Incidents: 7

Safety Improvements

- Safety Culture survey and Diagnostic
- 7 AED
- Safety & Environment Committee established in the North
- Compliance checks for all equipment
- Hazardous substance review
- Toolbox meetings delivered across the state
- Safety Manual v2
- Investigation training
- EAP & Health Check
- PowerBI
- Self-Insurance permit maintained; audits completed STT compliant
- STT Self-insurance Compliance Manual developed

2019-2020 (Goals)

- Common Goal 'Home safe and well every day'
- Continued focus on STT Contractor Safety
- Regular visits to Contractor worksites
- Online Contractor Induction
- Safety Culture Training for Contractors
- Safety Manual v2
- ICAM investigation training
- Introduce Lessons Learned
- Safety Walks focussed to risk
- Vault training
- Appointment of NW WH&S Advisor, completed

Monthly KPI's recorded on Toolboxes and submitted through to the Board.

Most of the 2019-2020 Goals have been achieved. A great outcome.

Assessment conclusion 4801

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

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Part D   ISO 45001 Gap Assessment

See Separate report.

PART E   Chain of Custody

See separate Report.

Opportunities for improvement arising from this assessment

Finding Reference	1931757-202006-I1	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	Various
Category	Opportunity for Improvement		
Area/Process:	Various		
Details	**1. Good Neighbour Charter** The Good Neighbour Charter is identified as a voluntary compliance obligation, however this is not clear in the summary of legal and other requirements. **2. Alignment of objectives at all levels** Objectives and alignment – flow-on up from PDs **3. Internal audit planning and management of findings** As certification is renewed every 3 years, the current arrangements would not ensure that all key system processes such as management review are audited at least once during a certification cycle. The Internal Audit Procedures does not specify any timeframe for entering audit findings in the Vault. **4. Closure of non-conformances** The current arrangements do not ensure that a verification of effectiveness of the planned corrective actions, prior to closure of the event in Vault. **5. On-site verification of assessment** The Monthly Harvest Monitoring Form is completed using iAuditor. At present, there is no validation that the assessment was in fact conducted on-site. **6. Management of records** Procedures for recording and reporting on detection of special values during operations. **7. Validation of effectiveness of aerial applications** Flight lines are checked after the aerial application of seed, however there is no requirement to record that the application has met STT requirements		

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	8. Reporting improvements in fleet efficiency
	Greenhouse gas emissions from fuel and electricity are reported through the Annual Report, however improvements in fleet efficiency are not currently being reported through the management review.
	9. Logos
	Some instances of out-of-date logos were encountered. These are usually on documents that have not been reviewed in recent times.

Next visit objectives, scope and criteria

Objective:

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; AS4801:2001; ISO 14001:2015; PEFC ST 2002:2013

Next Visit Plan

The next scheduled assessment is a recertification audit planned for April 2021. BSI will develop an assessment plan in consultation with the client, prior to the assessment. The next assessment will include a migration from AS 4801 to ISO 45001.

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.

Appendix: Your certification structure & ongoing assessment program

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

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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.
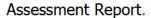
Assessed location(s)

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

Hobart / PEFC 693186 (PEFC ST 2002:2013)

Location reference	0047483115-001
Address	Forestry Tasmania T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia
Visit type	Continuing assessment (surveillance)
Assessment reference	9787579
Assessment dates	08/07/2020
Deviation from Audit Plan	No
Total number of Employees	5
Effective number of Employees	5
Scope of activities at the site	Administrative services to support the procurement and sale of plantation and native forest woodchips for export.
Assessment duration	1.5 day(s)

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

Location reference	0047483115-001
Address	Forestry Tasmania T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia
Visit type	Continuing assessment (surveillance)
Assessment reference	3022848
Assessment dates	26/06/2020

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Deviation from Audit Plan	No
Total number of Employees	650
Effective number of Employees	500
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	20 day(s)

Certification assessment program

Certificate Number - Contract 200615382
Location reference - 0047483115-001

Business area/Location		Audit1	Audit2	Audit3	Audit4	Audit5
	Date (mm/yy):	05/18	02/19	11/19	08/20	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 end 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

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	Audit1				
Operations - North East	X				X
Operations - North West	X				X
Perth Nursery	X				X

Certificate Number - PEFC 693186

Location reference - 0047483115-001

		Audit1
Business area/Location	**Date (mm/yy):**	07/20
	Duration (days):	1
Stage 2 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;

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- 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.

How to contact BSI

Should you wish to speak with BSI in relation to your certification, please contact your local BSI office – contact details available from the BSI website: https://www.bsigroup.com/en-AU/contact-us/

Notes

This report and related documents are prepared for and only for BSI's client and for no other purpose. As such, BSI does not accept or assume any responsibility (legal or otherwise) or accept any liability for or in connection with any other purpose for which the Report may be used, or to any other person to whom the Report is shown or in to whose hands it may come, and no other persons shall be entitled to rely on the Report. If you wish to distribute copies of this report external to your organisation, then all pages must be included.

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 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.

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