

Arboriculture and Tree Services WHS Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Arboriculture and Tree Services WHS Management Plan establishes the framework [Company Name] will use to manage work health and safety risks associated with arboricultural operations. It is designed to ensure compliance with Australian WHS legislation and relevant Codes of Practice, and to provide practical guidance for planning and undertaking tree work safely.

This plan applies to all:

- Workers (including employees, labour hire, apprentices and trainees)
- Subcontractors and their workers
- Visitors to worksites, including clients and members of the public affected by the work
- Activities undertaken in depots, workshops, yards and at client sites.

It covers typical arboriculture and tree services tasks, including but not limited to:

- Tree pruning, lopping, crown lifting and dead-wooding
- Tree felling (urban and rural) including sectional dismantling
- Stump grinding and root management
- Tree planting, transplanting and establishment works
- Aerial access using climbing systems, EWP and cranes
- Chipping, mulching and timber processing
- Use of chainsaws and other powered hand tools
- Traffic management around tree work sites
- Emergency and storm damage response.

WHS Management System Overview

[Company Name] operates a structured WHS Management System to identify, assess and control risks associated with arboriculture and tree services. This WHS Management Plan forms part of that system and should be read alongside supporting procedures, Safe Work Method Statements (SWMS), risk assessments and site-specific documentation.

Key elements include:

- Management commitment and leadership
- Consultation and participation of workers
- Planning, hazard identification and risk management
- Information, training, instruction and supervision
- Incident reporting, investigation and corrective actions
- Continuous improvement through monitoring and review.

The WHS Management Plan must be implemented on all worksites and kept readily accessible to workers, subcontractors and authorised visitors. Site supervisors are responsible for ensuring the plan is tailored and applied to each job, including the development of site-specific risk assessments and SWMS where required.

WHS Responsibilities

Officers and Senior Management

Officers (e.g. directors, partners, senior managers) of [Company Name] must exercise due diligence to ensure the organisation complies with its WHS duties. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters relevant to arboriculture and tree services
- Understand the nature of [Company Name]'s operations and the associated hazards and risks (e.g. tree felling near powerlines, working aloft, chainsaw use)
- Ensure appropriate resources and processes are available and used to eliminate or minimise WHS risks
- Ensure there are processes for receiving, considering and responding to information about incidents, hazards and risks
- Ensure there are processes for complying with WHS duties (e.g. consultation, training, health monitoring where required, incident notification).

Managers and Supervisors

Managers and site supervisors are responsible for day-to-day implementation of this WHS Management Plan. Their responsibilities include:

- Planning work to eliminate or minimise risks, including pre-start site assessments
- Ensuring appropriate SWMS are prepared, reviewed and followed for high-risk construction work (e.g. working at heights, near traffic, near energised electrical installations)
- Allocating suitably competent and trained workers to tasks
- Ensuring plant, equipment and PPE are available, suitable for the task and maintained in safe condition
- Conducting toolbox talks and pre-start briefings
- Ensuring exclusion zones, traffic control and public protection measures are implemented
- Monitoring work practices and correcting unsafe behaviours
- Stopping work if an uncontrolled risk is identified or conditions change (e.g. wind increases, unexpected decay in tree structure discovered)
- Reporting hazards, incidents and near misses, and participating in investigations.

Workers

All workers, including labour hire and subcontracted workers, must:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others, including the public
- Follow all reasonable instructions, procedures and SWMS
- Use plant, equipment and PPE provided, in accordance with training and manufacturer instructions
- Report hazards, unsafe conditions, incidents and near misses promptly
- Refuse to undertake work they believe to be unsafe until the issue is assessed and controlled
- Participate in consultation, training and toolbox meetings.

Subcontractors

Subcontractors engaged by [Company Name] must:

- Comply with this WHS Management Plan and relevant WHS legislation
- Provide evidence of competency, licences, insurances and training as requested
- Supply their own SWMS where they perform high-risk construction work, ensuring alignment with [Company Name] procedures
- Cooperate with site supervision regarding traffic management, exclusion zones and sequencing of works
- Ensure their workers are briefed on site-specific risks and controls.

Visitors and Clients

Visitors and clients entering work areas must:

- Comply with site safety instructions and signage
- Wear PPE as directed
- Remain within designated safe zones and escorted areas
- Not enter exclusion zones or interfere with plant, equipment or work activities.

Consultation, Communication and Participation

[Company Name] is committed to meaningful consultation with workers on WHS matters, particularly where changes may affect their health and safety or where new equipment, systems of work or procedures are introduced.

Consultation will occur through:

- Regular toolbox talks and pre-start meetings