

# Vegetation Management Plan

SAMPLE

## Table of Contents

Purpose and Scope .....	4
Objectives.....	4
Roles and Responsibilities.....	5
Officers (PCBU Representatives / Directors / Senior Management) .....	5
Managers and Supervisors.....	5
Workers.....	5
Subcontractors.....	6
Clients, Principal Contractors and Other Duty Holders .....	6
Planning and Pre-Start Requirements.....	6
Site Assessment and Planning.....	6
Pre-Start Checks and Briefings .....	7
Consultation and Coordination.....	7
Hazard Identification and Risk Management.....	8
Typical Hazards in Vegetation Management.....	8
Risk Management Process .....	8
Hierarchy of Control – Vegetation Examples .....	8
Safe Work Procedures – Vegetation Clearing and Tree Work.....	9
Tree Felling and Pruning.....	9
Tree Climbing and Aerial Work.....	9
Use of Elevated Work Platforms (EWPs).....	10
Chainsaw Operations.....	10
Brush Cutting, Mowing and Slashing.....	10
Safe Work Procedures – Chemical and Weed Control.....	11
Chemical Selection and Approval.....	11
Storage, Handling and Mixing .....	11
Application .....	11
Spill Management and Disposal .....	11
Plant, Equipment and Tool Safety.....	12
Selection and Procurement.....	12
Inspection, Maintenance and Tagging .....	12

Mobile Plant Operations .....	12
Wood Chippers and Stump Grinders .....	12
Traffic and Pedestrian Management .....	13
Planning .....	13
Implementation.....	13
Monitoring and Adjustment.....	13
Environmental Protection and Biodiversity .....	13
Personal Protective Equipment (PPE) .....	14
Minimum PPE Requirements .....	14
Task-Specific PPE.....	14
Training, Competency and Induction.....	14
Induction .....	14
Training and Competency .....	15
Communication and Consultation .....	15
Emergency Preparedness and Response.....	15
Emergency Planning .....	15
First Aid.....	16
Aerial Rescue.....	16
Incident Reporting and Investigation .....	16
Health and Wellbeing.....	16
Documentation, Records and Review .....	17
Documentation.....	17
Records Management.....	17
Review and Continuous Improvement.....	17
Vegetation Management Risk Register Template.....	18
Pre-Start Checklist Template.....	18
Legislation, Standards and References .....	18

## Purpose and Scope

This Vegetation Management Plan (VMP) sets out the work health and safety (WHS) requirements, procedures and controls for planning and undertaking vegetation management activities conducted by [Company Name]. It is designed to ensure that all work involving trees, shrubs, grasses and other vegetation is carried out safely, efficiently and in compliance with relevant Australian WHS legislation, environmental requirements and local council conditions.

This plan applies to all:

- Employees, subcontractors, labour hire workers, trainees and volunteers engaged by [Company Name]
- Worksites including private properties, public spaces, roadsides, parks, easements, construction sites, utility corridors and development sites
- Vegetation-related tasks such as:
  - Tree pruning, lopping, removal and stump grinding
  - Vegetation clearing and grubbing
  - Brush cutting, mowing and line trimming
  - Weed control (manual, mechanical and chemical)
  - Mulching, chipping and green waste handling
  - Revegetation, planting and maintenance

The VMP should be read in conjunction with [Company Name]'s WHS Management System, Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPs), Emergency Management Plan and relevant environmental management plans.

## Objectives

The objectives of this Vegetation Management Plan are to:

- Identify and control WHS risks associated with vegetation management activities
- Provide clear procedures and responsibilities for safe planning and execution of works
- Ensure compliance with WHS legislation, Codes of Practice, Australian Standards and local authority requirements
- Protect workers and others from harm arising from vegetation management work
- Minimise impacts on the environment, including soil, waterways, native vegetation and wildlife
- Provide a framework for consultation, training, supervision and continuous improvement

## Roles and Responsibilities

### Officers (PCBU Representatives / Directors / Senior Management)

Officers of [Company Name] must exercise due diligence to ensure that [Company Name] complies with its WHS duties. This includes:

- Ensuring that adequate resources and processes are provided to implement this Vegetation Management Plan
- Verifying that risk management processes are in place and effective for vegetation work
- Ensuring appropriate training, supervision and competency assessment for workers involved in vegetation management
- Ensuring incident reporting, investigation and corrective actions are implemented
- Reviewing WHS performance data related to vegetation work and driving continual improvement

### Managers and Supervisors

Managers and supervisors are responsible for day-to-day implementation of this VMP and must:

- Plan vegetation work, including site inspections, risk assessments and resourcing
- Ensure SWMS and SOPs are developed, reviewed and followed for high-risk construction work and hazardous tasks
- Confirm that workers are competent, inducted and medically fit to perform vegetation tasks
- Ensure appropriate plant, equipment and PPE are available, maintained and used correctly
- Monitor work practices and enforce safe systems of work
- Facilitate consultation with workers and other duty holders (e.g. principal contractors, utilities, local councils)
- Stop work where there is an immediate risk to health and safety

### Workers

All workers engaged in vegetation management activities must:

- Take reasonable care for their own health and safety and that of others
- Follow this Vegetation Management Plan, SWMS, SOPs and supervisor instructions
- Use plant, equipment and PPE as trained and intended

- Participate in pre-start meetings, toolbox talks and risk assessments
- Immediately report hazards, near misses, incidents and unsafe conditions
- Refuse to undertake work they believe to be unsafe until risks are addressed

## Subcontractors

Subcontractors performing vegetation work under [Company Name] must:

- Comply with this Vegetation Management Plan and [Company Name]'s WHS requirements
- Provide evidence of competency, licences, insurances and plant maintenance records
- Submit their own SWMS/SOPs for review where applicable
- Participate in site inductions and coordination meetings
- Cooperate with [Company Name] and other duty holders to manage shared risks

## Clients, Principal Contractors and Other Duty Holders

Where [Company Name] works under a principal contractor or client, [Company Name] will:

- Consult, cooperate and coordinate activities to control WHS risks
- Comply with site-specific WHS and environmental requirements
- Provide information on vegetation management methods, plant and chemicals used
- Participate in joint risk assessments and site coordination meetings

## Planning and Pre-Start Requirements

### Site Assessment and Planning

Before any vegetation work commences, a competent person must undertake a site assessment to identify hazards, constraints and controls. Planning should include:

- Reviewing job specifications, drawings, environmental and planning approvals
- Identifying protected vegetation, habitat trees and no-go zones
- Checking for underground and overhead services (e.g. powerlines, communications, water, gas)
- Assessing terrain, slopes, ground stability and access/egress points
- Identifying nearby traffic, pedestrians, neighbouring properties and public interfaces
- Considering potential environmental impacts (erosion, sediment, waterways, weeds, fauna)