

**STANDARD OPERATING PROCEDURE  
WORKING NEAR OR VISITING FOREST OPERATIONS**

**Group:** Operations

**Approved by:** General Manager Operations

**Purpose:** Ensure the safety of staff working near or visitors visiting forest operations.

**Personal Protective Equipment★ specific to this Procedure:**



Safety Footwear /  
Boots



Safety Helmet /  
Hard Hat



Safety Vest/High  
Visibility Vest



Safety Glasses  
(if required)



Safety Hearing  
Protection (if  
required)



ForestrySA is a  
Non-Smoking  
Worksite

**ALL PPE IS TO COMPLY TO RELEVANT AUSTRALIAN STANDARDS**

WHEN ENTERING THE FOREST ENVIRONMENT BE AWARE OF ALL POTENTIAL HAZARDS

**Equipment specific to task:**

- UHF Radio / Mobile Phone

**Pre-requisite training or competency requirements:**

- Contractor / Visitor Induction where applicable

**References:**

- Harvesting Contactor Locations
- Operations / Logging Plan
- Fire Maps
- Logging Signs  
(incl. radio channel)
- [Regular Visitor / Minor Contractor Induction](#)
- [SOP Hazards of The Forest Environment](#)
- ★ **Legal Requirements – refer to Compliance Register for more information**

Recommended Procedure	Potential Risk/Impact Considerations (Safety, Environment, Quality)
<b>Job Step 1:</b> Liaise with all parties on entry	
<ul style="list-style-type: none"> <li>• Arrange time and place to meet – ForestrySA staff to ensure worksite will be safe and that access is possible</li> <li>• Do not enter an operational forest site unless communication by UHF Radio or Phone (where possible), has occurred with the nominated contact person (Contractor) on site, or the FSA Contract Supervisor (as appropriate) to ensure all stakeholders are aware of proposed time frames and activities. <i>Does not apply in emergency operations.</i></li> <li>• Determine whilst on the Contractor’s site if an escort is required or if the activity will be separate from the Contractor’s operation. Ensure the Contractor knows the task and location of any activity in the work area. Complete, as required, any induction processes maintained by the Contractor on entry to the site. ForestrySA staff conduct the Regular Visitor / Minor Contractor Induction if applicable ★</li> <li>• ForestrySA staff to issue PPE to visitors and all to comply with PPE ★ requirements before entry to and whilst on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Operations / Contractors not aware of individuals / vehicles on their worksite. Can lead to damage to vehicles or unnecessary exposure of individuals to hazards.</li> <li>• Visitors do not have correct PPE</li> <li>• Unauthorised access into exclusion zones</li> <li>• Injury from operations in the area</li> </ul>

**STANDARD OPERATING PROCEDURE  
WORKING NEAR OR VISITING FOREST OPERATIONS**

Recommended Procedure	Potential Risk/Impact Considerations (Safety, Environment, Quality)
<b>Job Step 2: Hazard awareness while on site</b>	
<ul style="list-style-type: none"> <li>• Comply with all instructions from the Contractor or the FSA Supervisor.</li> <li>• Obey all signage *</li> <li>• Park vehicles ensuring they do not block firebreaks and are visible to all use hazard lights if advantageous.</li> <li>• Comply with all road rules *.</li> <li>• If machinery operating, observe minimum distance requirements (two tree lengths). *</li> <li>• <b>MINIMISE</b> work in compartments where falling or extraction or similar activities are still active.</li> <li>• Try to avoid working in compartments adjacent to aerial operations that may involve chemical or fertiliser application</li> </ul>	<ul style="list-style-type: none"> <li>• Delayed response of vehicles to emergencies / disruption to work / equipment damage</li> <li>• Potential for slight to serious injury or fatality by falling tree, branch, log, chip projectile, equipment, vehicles etc.</li> <li>• Potential for contamination from aerial operations</li> </ul>
<b>Job Step 3: Liaise with all parties prior to leaving site</b>	
<ul style="list-style-type: none"> <li>• On completion of visit or work, notify all parties of your intended departure.</li> </ul>	
<b>Clean up / Waste disposal</b>	
<ul style="list-style-type: none"> <li>• If applicable, dispose of chemical waste as per the label * and SDS * instructions.</li> <li>• Dispose or recycle non-chemical waste * appropriately.</li> <li>• Take all rubbish/litter off-site and dispose of properly.</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental damage or contamination.</li> </ul>