

Prerequisite competency completion		
Not applicable. There are no prerequisite requirements.		
Required forms completion		
Has the candidate successfully completed the required forms ?	Yes/No (Y/N)	Signed (Initialled)
Site-specific risk assessment form		
Safety audit report		
Mandatory Equipment (as a minimum)		
Has each of the mandatory equipment items been used to gather evidence for assessment?	Yes/No (Y/N)	Signed (Initialled)
computer		
word processing software		
internet connection		
digital camera/phone camera		
Knowledge Evidence		
Has the candidate successfully completed the Knowledge Evidence requirements by demonstrating knowledge of each of the line items below?	Yes/No (Y/N)	Signed (Initialled)
safety audits		
safety audits:		
– safety audit objectives		
– safety audit scope		
– safety audit focus		
– target operations		
– target documentation		
– arboriculture safety audit terminology		
safety audit processes		
safety audit process		
sampling technique		
safety audit frequency:		
– appropriateness of safety audit frequency		
random timing of audit event		
pre-audit communications		

Industry Partners:



safety audit documentation		
audit documentation		
equipment and machinery safety audits		
safety audit of equipment and machinery:		
– random audit inspection of rescue equipment		
regular audit testing of:		
– tools for defective components		
– equipment for defective components		
– machinery for defective components		
– operational procedures for tools, equipment and machinery		
– start-up procedures for tools, equipment and machinery		
– maintenance procedures for tools, equipment and machinery		
checklist documentation safety audits		
safety audit of checklist documentation		
regular audit testing of:		
– checklist documentation for operational procedures		
– checklist documentation for start-up procedures		
– checklist documentation for maintenance procedures		
personnel safety audits		
safety audit of personnel:		
– random audit interviews		
– random audit testing for personal protective equipment		
quality checking:		
– quality checking of personal protective equipment		
– quality checking of clothing		
confirmation of personnel certifications		
tickets and certifications:		
– currency of tickets and certifications		
– onsite availability of tickets and certifications		
safety audit inspection		
random audit inspections		
regular audit inspections:		
– hazard identification documentation		
– risk control documentation		
– toolbox meeting documentation		
safety audit non-conformance		
non-conformance:		

Industry Partners:



– identifying non-conformance		
– recording non-conformance		
rectification:		
– advice for improvement of non-conformance		
– rectification of non-conformance		
referral:		
– identifying situations requiring referral		
warnings:		
– issuing verbal warnings		
– issuing written warnings		
– non-conforming work practices		
notices:		
– issuing verbal notices		
– issuing written notices		
– unsafe work practices		
safety audit tagging systems		
tagging equipment:		
– tagging tools and equipment requiring repairs		
– labelling with repair information details		
– tagging unsafe tools and equipment with ‘do not operate’ tags		
– removal of unsafe tools and equipment from use		
– removal of unsafe tools and equipment from operational areas		
safety audit reports		
safety audit report		
safety audit report preparation		
final recommendations on action required		
obtaining responses to audit		
finalising audit		
safety audit findings		
recording safety audit findings		
post-audit communications with client		
Performance evidence		
Has the candidate successfully demonstrated the Performance Evidence requirements of the unit of competency AHCARB404 Conduct a safety audit, and as per listed line items below?	Yes/No (Y/N)	Signed (Initialled)
identifying safety audit objectives, scope and focus		
identifying target operations and documentation		

Industry Partners:



determining safety audit process and sampling technique		
determining frequency and random timing of audit event		
preparing audit documentation		
conducting pre-audit communications with client and relevant stakeholders		
undertaking a site-specific risk assessment by identifying work health and safety hazards and assessing risk		
conducting random audit testing of site operations for usage of personal protective equipment		
conducting regular audit testing of tools, equipment and machinery for defective components		
conducting random audit inspection of dedicated rescue equipment		
conducting regular audit testing of operational, start-up and maintenance procedures for tools, equipment and machinery and associated checklist documentation		
conducting regular audit inspection of hazard identification, risk control and toolbox meeting documentation		
conducting random audit interviews for quality checking of personal protective equipment and clothing		
confirming currency and availability of tickets and certifications required by personnel to perform specialised work functions		
implementing safety audits at appropriate frequency		
identifying and recording non-conformance		
identifying situations requiring referral		
issuing verbal and written warnings for non-conforming work practices		
issuing verbal and written notices for unsafe work practices		
tagging tools and equipment requiring repairs and label with repair information details		
tagging unsafe tools and equipment with 'do not operate' tags and remove from operational use areas		
providing advice for improvement and rectification of non-conformance		
preparing safety audit report		
making final recommendations on action required		
obtaining responses and finalising audit		
recording safety audit findings		
conducting post-audit communications with client		
use of industry standard terminology to describe safety audits		

Industry Partners:



Assessment conditions			
Assessment may be conducted in a simulated or real work environment; however, determination of competency requires the application of work practices under work conditions.		Yes/No (Y/N)	Signed (Initialled)
Have assessments been demonstrated consistently over time?			
Have assessments been demonstrated in a suitable range of contexts?			
Have assessments been demonstrated with a productivity-based outcome?			
Have assessments been demonstrated with multiple assessment events and reports?			
Assessor Declaration			
Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency. Has assessment been conducted only by persons who have:		Yes/No (Y/N)	Signed (Initialled)
<ul style="list-style-type: none"> • arboriculture vocational competencies at least to the level being assessed? 			
<ul style="list-style-type: none"> • current arboriculture industry skills directly relevant to the unit of competency being assessed? 			
Assessor name	Assessor qualification	Year	Full Signature
Competency Determination			
This section determines the skills and knowledge required to conduct safety audits of personnel and equipment involved in tree operations.			Competent /Not yet competent
The candidate is competent in conducting safety audits.			
Competency Assessment Completion			
Assessor name	Date	Full Signature	

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LGTRA LOCAL GOVERNMENT TREE RESOURCES ASSOCIATION

