

HAC sheet / toolbox minutes – template

Company logo

Client's name		Starting date	
Job address			
Description of work			
Type of location	<input type="checkbox"/> Private property <input type="checkbox"/> Public property <input type="checkbox"/> Roadside <input type="checkbox"/> Other:		
Tree access	<input type="checkbox"/> Ground <input type="checkbox"/> Climber <input type="checkbox"/> EWP <input type="checkbox"/> Other:		
Machines	<input type="checkbox"/> EWP <input type="checkbox"/> Crane <input type="checkbox"/> Excavator <input type="checkbox"/> Stump grinder <input type="checkbox"/> Chipper & tip truck		
Other workers	<input type="checkbox"/> Groundsmen: _____ <input type="checkbox"/> Traffic controllers: _____ <input type="checkbox"/> Other:		

Hazard Assessment Checklist

Place a tick in the 'Safe' column if hazards have been controlled, or an 'A' if further action is required before the work can proceed. Use the comments space to detail any actions that still need to be taken, over and above the control measures already listed in the SWMS and SOPs that apply to this job.

Around the site		Safe
Overhead powerlines and services lines	All work to be done is outside the specified safe approach distances for powerlines, and clear of telephone lines and other cables	
Underground services	Gas, water, power and other services have been correctly identified and marked before digging or grinding commences	
Vehicles and pedestrian traffic	Exclusion zones marked by cones and signs; pedestrians have alternative thoroughfares; traffic controllers organised (if required)	
Buildings and assets	Safe working distances have been maintained from buildings and other assets; heritage items, significant trees, etc have been identified	
Ground hazards and obstacles	Plant operators and truck drivers are alerted to sloping ground; warning signs are placed near drop-offs; trip hazards are removed	
Hot or cold conditions; wind, rain and storms	All workers have sunscreen available, plenty of drinking water, and are appropriately dressed; work can be stopped if conditions are unsafe	
Other:		
Comments (including further action required)	<input type="checkbox"/> All hazards adequately controlled (see SWMS & SOPs for control measures)	

Tree (or trees) requiring work		Safe
Defects and other hazards	Tree has been assessed for: unstable root system, splits, decay, disease, creeper vines, insect colonies, animals, heavy leaning crown, branches interlocked with other trees, all other hazards	
Comments (including further action required)	<input type="checkbox"/> All hazards adequately controlled (see SWMS & SOPs for control measures)	

On-site risk assessment / toolbox meeting – template

Machinery and equipment		Safe
Equipment has been inspected and pre-start maintenance has been carried out: <input type="checkbox"/> Chainsaws <input type="checkbox"/> Ropes and harnesses <input type="checkbox"/> Rigging equipment <input type="checkbox"/> EWP <input type="checkbox"/> Excavator <input type="checkbox"/> Stump grinder <input type="checkbox"/> Chipper <input type="checkbox"/> Tip truck <input type="checkbox"/> Crane <input type="checkbox"/> Other:		
Set-up location is suitable for machine; ground is firm and stable; exclusion zone is marked out		
Comments (including further action required)	<input type="checkbox"/> All hazards adequately controlled (see SWMS & SOPs for control measures)	

Toolbox Meeting Minutes

Issues raised or discussed at meeting			
Follow-up action (where further action is required)			
Name		Signature	Date

Crew member sign-on

Statement: I confirm that I have contributed to the risk assessment process and attended the toolbox meeting documented above. I agree to follow all company and site-specific procedures that apply to this job, including those listed in the SWMS and SOPs that are relevant to my job role.

Name	Signature	Date	Job role / position