

ORDER FORM for tree works documents



Client details

Name			
Company			
Phone		Email	
Statement	I agree to comply with the conditions of use (see overleaf)	Signature	

Template documents

Please tick each of the items you would like to purchase. To see examples of template documents, follow the links on the *WHS documents for arborists* webpage by going to: www.workspacetraining.com.au and selecting the following links in the top menu bar: [Workplace documents > WHS documents for arborists](#).

Template documents	Price (inc. GST)
<input type="checkbox"/> Policies and Procedures Manual (32 pages) – explaining the company’s individual WHS policies and procedures and integrating all of the documents listed below	\$ 275
<input type="checkbox"/> Safe Work Method Statement for Tree Works (10 pages) – providing a formal SWMS with hazards, risk ratings and control measures for tree works operations, including climbing, EWP, tree trimming, rigging, chipping, working near powerlines, etc, plus provision for toolbox meeting minutes and sign-off at commencement of job. All elements are cross referenced to the individual SOPs listed below.	\$ 143
<input type="checkbox"/> Safe Operating Procedures – listing hazards, control measures, pre-start inspections, etc, plus a set of accompanying ‘assessment tool’ checklists that enable the workplace supervisor to assess the worker’s performance on-the-job, and sign them off when they are deemed safe to work unsupervised. (Page numbers below show SOP + ass. tool.) <ul style="list-style-type: none"> • Climber – inc. aerial pruning (5 + 1 p) • EWP operator – inc. aerial pruning (5 + 1 p) • Chainsaw – pruning & crosscutting (3 + 1 p) • Chainsaw – tree felling (3 + 1 p) • Pole saw (3 + 1 p) • Ground crew (2 + 1 p) • Chipper (3 + 1 p) • Stump grinder (3 + 1 p) • Excavator (3 + 1 p) • Ladder (3 + 1 p) 	\$ 385 for the set (other SOPs can be provided on request)
<input type="checkbox"/> Other WHS forms and checklists – matched to the SOPs and comprising: <ul style="list-style-type: none"> • On-site Hazard Assessment Checklist (2 p) • EWP prestart checklist (1 p) • Excavator prestart checklist (1 p) • EWP maintenance log (1 p) • Excavator maintenance log (1 p) • Plant and equipment register (1 p) • Incident report form (1 p) • Injury report form (1 p) 	\$ 88 for the set (other docs can be provided on request)

WHS template documents – delivery details & conditions of use

1. The documents listed overleaf are provided as generic templates in an electronic Word format, sent to your email address as attachments. Orders can also be supplied on a USB stick if requested – please send us your postal address by email if you would like to use this option. You may use the content material as it stands or customise it to meet the specific needs of your business.
2. You are free to customise or rework the content material however you wish, include inserting your own company details and logo in the header and footer and changing the wording. However, the original content material in the templates always remains the intellectual property of Workspace Training.
3. The templates and customised versions of them are only for use by your own organisation (as listed in 'Client details' on this order form). You are not permitted to re-sell the materials or give them to others as templates for their own use.

If you would like us to customise the template documents for you to suit your specific needs, or develop other materials to cover different machines or work processes, please contact David McElvenny to discuss the details on: 0403 570 673 or david@workspacetraining.com.au.

Other resources for arborists

- Hard copy booklet – *Chainsaw Operation: Beginner to Advanced*** (113 pages) – covers safe chainsaw operation, operator maintenance, crosscutting/pruning techniques, pole saw operation, tree defect assessment, environmental care, plus tree falling techniques at basic, intermediate and advanced levels.

Price: \$ 22.00 (including GST and postage)

To see excerpts: go to www.workspacetraining.com.au and select: [Print resources > Chainsaw Operation](#)

- Multimedia presentation with interactive e-learning exercises – *Chainsaw Operation: Beginner to Advanced*** (supplied on USB stick) – covers all material from the hardcopy booklet with animated graphics and voice-over narration, plus interactive self-check exercises and a range of docs for registered training organisations. The electronic files can be customised. The same conditions of use apply to all electronic files as for WHS template docs (see above)

Price: \$ 385 (including GST and postage)

To see excerpts: go to www.workspacetraining.com.au and select: [E-learning resources > Chainsaw Operation](#)

Order and payment procedure

Fill in this form and then post it (or email a scanned copy) to Kath at Workspace Training. We will send you an invoice for payment prior to sending the files or booklets. Please note that no credit card payment facilities are available. EFT and cheque payments only are accepted. Our banking details will be provided on the invoice.

For more information regarding payment or administration, please contact Kath Ware on 0417 485 049 or at: kath@workspacetraining.com.au.

Please email this order form to: kath@workspacetraining.com.au

Or post a hard copy to:

**Workspace Training
PO Box 1954
STRAWBERRY HILLS NSW 2012**