CHECKLIST

# Work plan

This checklist includes aspects that should be considered when developing the work plan. It is not a step-by-step process, especially when it comes to worksite risk assessment. Remember that planning is a continuous effort to identify and mitigate risks at every stage. Think of it as a guide for developing your work plan. And be sure to adapt it to your situation and to the requirements of laws and regulations in your area.

## 1. MAKE SURE YOU HAVE A THOROUGH UNDERSTANDING OF THE WORK TO BE DONE

Are you at the correct location?

☐ YES ☐ NO

What tree/trees to fell/take care of?

What results are expected?

In what order should the work be performed?

## 2. WORKSITE INSPECTION

*See worksite inspection checklist for a complete list.*

What is the terrain like?

What are the weather conditions?

Are there potential obstructions or hazards, such as building, powerlines, roads or sidewalks?

Are there people nearby?

☐ YES ☐ NO

## 3. VISUAL TREE ASSESSMENT (VTA)

*See VTA checklist for a complete list.*

- ✓ Inspect the crown
- ✓ Inspect the trunk
- ✓ Inspect the root zone

If felling from the ground, be sure to check tree height, crown width, tree lean, etc

## 4. DETERMINE THE WORK METHOD TO BE USED

Discuss and decide the work method to be used based on the task and team/individual skills.

Breakdown the overall method into small steps so that you can adjust the plan during work.

Do you and the team have the skills to perform according to the decided method?

☐ YES ☐ NO

## 5. WORKSITE RISK ASSESSMENT

*See worksite risk assessment checklist for complete list.*

The overall risk assessment should be based on:

- ✓ The work to be done
- ✓ The results from the worksite inspection and VTA
- ✓ The chosen work method

Remember that you should always be alert and ready to identify and mitigate risks. For example, what risks are involved with the tools you will be using according to your work method?

Comments:

## 6. MAKE SURE THE TOOLS YOU NEED ARE AVAILABLE AND FUNCTIONING PROPERLY

What tools are needed?

Are all the tools needed at the worksite?

YES NO

Are all the tools safe to operate and in working condition?

YES NO

Do you have enough additional fuel, batteries or chain oil?

YES NO

What risks are involved when using these tools?

## 7. MAKE SURE THE WORKSITE IS SAFE

Is the worksite blocked off in an effective way?

YES NO

Are all members of the team wearing proper PPE?

YES NO

Designate a space outside of the risk area for machine service, breaks etc

Have all members of the team taken part of the worksite risk assessment and the work plan?

YES NO

## 8. MAKE SURE THE WORK PLAN ALIGNS WITH THE WORKSITE RISK ASSESSMENT

Does the work plan align with the risk assessment?

YES NO

*If not, where does it lack?*

**If it does not, redo the worksite risk assessment and the work plan!**

## 9. COMMUNICATE THE PLAN TO ALL MEMBERS OF THE TEAM

All members should give a "thumbs up", for example – signalling that they clearly understand the plan – before starting to work.

Are all members signaling that they clearly understand the plan?

YES NO

## OTHER NOTES TO CONSIDER

Comments: