



Private forest land, preparation for access request : Checklist.

****PLEASE NOTE****

This document DOES NOT constitute an access agreement and DOES NOT offer, provide or infer any permission to access private land. It is solely a checklist to ensure preparation - before approach to forest owners and/or managers to request access.

WHO IS ACCESS BEING REQUESTED FROM?

Forest owner _____
 Forest manager _____
 Attention _____

WHO IS REQUESTING ACCESS?

Company name _____ Business type _____

****If request is for more than one company, please fill out a separate checklist for each company****

Address _____
 Contact person _____ Email _____
 Landline # _____ Cell # _____

****If request is for more than one individual, please fill out main contact here and provide each persons details on a separate sheet and attach to this checklist****

Individual name _____ Role _____
 Address _____
 Cell # _____ Email _____
 Drivers licence # _____ Licence copy provided Yes No

Vehicle make _____ Vehicle model _____
 Colour _____ Registration # _____

WHERE IS ACCESS BEING REQUESTED FOR?

Forest(s) _____

WHAT IS ACCESS BEING REQUESTED FOR?

Reason(s) _____

HOW LONG IS ACCESS REQUESTED FOR?

Time period _____ # of visits _____
 Indicative time of visits (weekdays/weekends, time of day) _____

ARE YOU REQUESTING GATE KEYS LOCK PERMISSIONS?

Yes No

DO YOU REQUIRE A FOREST OWNER OR FOREST MANAGER REPRESENTATIVE TO ACCOMPANY YOU?

Yes No

DO YOU HAVE THE FOLLOWING MINIMUM INSURANCES?

Public liability \$10mil
 Current, certificate of cover provided Yes No
 Vehicle third party liability \$5mil
 Current, certificate of cover provided Yes No

IS YOUR VEHICLE PREPARED?

Current WOF Yes No
 Evidence of vehicle WOF provided Yes No
 Current registration Yes No
 Evidence of vehicle registration provided Yes No
 Quick reference emergency procedure displayed Yes No
 First aid kit on board, appropriate for # people present Yes No
 Min 1 x fire shovel on board Yes No
 Vehicle fire extinguisher min 0.9kg dry powder Yes No
 Radio communications device installed/hired Yes No

ARE YOU PREPARED IN THE EVENT OF AN EMERGENCY ?

Emergency procedure documented Yes No Copy provided Yes No
 Working alone policy documented Yes No Copy provided Yes No
 Personal Locator Beacon (PLB) OR emergency satellite communication device (such as Garmin InReach).
 min 1 per group, if individuals working separately then each person must have one Yes No
 Hi vis clothing Yes No
 meeting AS/NZS 4602, Class D,D/N,N or 1906, Class 1,2,3 or NZ Forestry Standard
www.nzfoa.org.nz/images/stories/pdfs/content/highviz/guidelinesdecember2012_web.pdf
 Steel cap boots Yes No
 Hard hat (orange or dayglo yellow only) Yes No
 meeting AS/NZS 1801:1997 Occupational protective helmets, must be <3 years from date of manufacture
 Handhelp radio communications device Yes No

HAVE YOU MADE CONTACT TO BOOK AN INDUCTION AND REQUEST FOREST OWNER/MANAGER REQUIREMENTS?

→ Forest owners/managers *may* require an induction be undertaken, This can take a number of hours and will cover such things as company and forest rules, emergencies, driving behaviour, forest signage, active work sites, radio channels required and communications protocols.

→ Forest owners/managers may have requirements for access additional to, or at levels above that in this checklist.

PLEASE NOTE THE FOLLOWING :

→ There is NO permission offered, suggested or implied to undertake any of the following (unless negotiated, agreed AND documented with the forest owner, forest manager or owner representative) at any time :

Access land other than the land owned/managed by the party you are contacting for access,

Use motorbikes - including electric motorbikes such as UBCO,

Use ATVs,

Use firearms,

Use chainsaws or other motorised tools,

Smoke, using cooking equipment or start fires ,

Camp or stay overnight,

Collect, cut and/or remove firewood or other wood, vegetation or biological material

Dump or place rubbish, foreign matter or vegetation waste on the land,

Damage, modify, remove, interfere with or alter private property - including tree crops, native vegetation, archaeological sites, gates, fences, signs, dams, ponds, bridges, culverts, roads, tracks and skid sites.

→ It is YOUR responsibility to ensure :

This checklist is used as a starting point to prepare documentation,

Contact is initiated with all forest or landowners whose land (if adjoining) you wish to enter to request specific conditions of access and documentation to be provided,

Documents required are prepared and provided **up to 20 working days before** date of earliest requested access,

Inductions are booked and undertaken,

Permits and gate keys are obtained,

YOU comply with the standards detailed in the Approved Code of Practice for Safety and Health in Forest Operations 2012,

→ Please DO NOT contact forest owners/managers with short notice and expect they will accommodate you.



HAZARDS AND CONTROLS

The following is a list of the hazards that you may encounter in the forest and suggested controls to put in place to manage them.

Hazard	Potential Harm	Controls
Fire	Burns, property damage.	Do not light any fires and dial 111 if you see any fire. All works are to be done in strict accordance with Nelson / Marlborough Forest Industry Working Group Fire Prevention Guidelines for Forestry Operations V1.16. Know the days' fire code level: Green, Blue, Yellow, Orange, Red or Purple and work to this level. Be aware that code levels can change through the day and plan for this. Ensure emergency plans are up to date. Wear PPE at all times. Practice emergency drills and keep escape routes clear at all times. Ensure vehicles can be easily accessed and are facing in exit position Follow emergency procedure .
Bees, wasps	Stings, anaphylaxis.	Avoid stopping at or disturbing active hives/nests. Ensure any susceptibility to stings is known in advance and required medications are readily available.
Bluffs, cliffs, gorges, steep slope, tomos, mineshafts.	Fracture, concussion, puncture wounds.	Have appropriate standard of footwear, select safe routes to avoid a fall that could result in serious harm.
Falling debris from trees.	Fracture, concussion.	Wear a safety helmet when in standing trees, identify and avoid walking under unstable overhead debris. Trees may become unstable and unexpectedly fall over during and following, rain, wind and fire events.
Forest operations.	Being struck by machine, material, exposure to chemicals.	Follow all signage that is erected at entry points, along roadways especially operations warning and road closure signs. DO NOT enter any active work site without clear verbal permission being received from the workers on site. Do not stop to watch operations in progress. Avoid being below active skid sites, roads, rock slopes, harvest faces, under ropes or below moving machinery. If in doubt stop and call up on the radio for assistance and authorisation before proceeding.
Poisons	Poisoning	Do not touch any suspicious substances and report location immediately to forest owner/manager.
Sharp vegetation and stakes.	Puncture wounds.	Wear appropriate Personal Protective Equipment (PPE) : example heavy duty footwear, gloves, gorse chaps and cape.
Slippery surfaces, stumps, rotten logs, uneven ground surfaces, holes in ground.	Strains, sprains, fractures.	Use suitable foot wear for specific activity type while in the forest. Select safe routes to move across and around.



Radio blind spots	Missed calls and vehicle collision.	Ensure drivers follow Radio Protocols and if in doubt stop until confirmation is received from other opposing drivers.
Roads	Vehicle accidents.	<p>Forest roads are different! Often gravel or dirt surfaces with sharp camber (road shape or angle) changes in short distances.</p> <p>Drive to the conditions, lights on dip, keep left, expect to see other vehicles on the road, slow down into corners, drive at a speed where you can stop within half the visible distance safely and obey signs.</p> <p>Ober signs and use radio for location calling and comms with other vehicles.</p> <p>Watch out for ruts, holes and do not proceed if unsafe.</p> <p>On dusty roads stop until clear visibility ahead before proceeding.</p>
Overhead, roadside and roadside branches/debris.	Damage by falling objects or damage from running over objects.	Do not drive under any overhanging branches or leaning trees across the road larger than 100mm. Do not drive over any branch or tree larger than 100mm across the road or on the road surface. The use of chainsaws is ONLY by permission from the forest owner/manager.
Washouts and slips.	Vehicle accident.	Do not proceed through any washout site where the vehicle may become stuck, there is the potential of a fall, the road formation is less than 1.5x the vehicle width, the road is undermined, or the road is unstable or has slips. Exit the site and report immediately on leaving the forest.
Weather conditions.	Hypothermia, strains, sprains, fractures.	Do not enter the forest in high winds or rain events. Check the local weather forecast and weather warnings or access restrictions from the forest owner/manager. Ensure suitable footwear and protective clothing is worn.
Changing site conditions after weather events.		<p>Re-assess ground conditions for access and to ensure safe operating conditions after periods of rain – soil structure can be poor and subject to saturation and failure after rain.</p> <p>Assess standing trees where existing windthrow is present or where unstable trees have been evident or are evident after wind/rain.</p> <p>Ensure tension cracking is checked for subsidence/slumping.</p> <p>Do not access or work in/on zones where movement is occurring or likely during or immediately after rainfall.</p>
Loose debris on hill sides	Brusing, fractures, concussion.	Wear correct safety gear. Do not stop near batters or bases of steep slopes
Other Forest users	Vehicle accident, confrontation.	Be courteous of other forest users. Identify your presence and do not take short cuts. Give way to other users and be prepared to suddenly stop.

