

# ORDER FORM for arborists



## Client details

Name			
Company			
Phone		Email	

Please put a tick against each of the items (or set of items) you would like to purchase. See overleaf for conditions of use, payment details and webpage addresses for sample documents that can be viewed on-line. Note that by ticking the boxes you are confirming that you have agreed to the conditions of use for electronic files.

## WHS template documents

All template documents are supplied in an **electronic Word format** – sent to your email address as attachments. Orders can also be supplied on a USB stick if requested – please contact us for further information.

Main WHS documents	Price (inc. GST)
<input type="checkbox"/> Policies and Procedures Manual (32 pages)	\$ 220
<input type="checkbox"/> Safe Work Method Statement – Tree Works (10 pages)	\$ 110
<input type="checkbox"/> Full set of SOPs listed below (individual SOPs range from 3 to 5 pages each)	\$ 330
<input type="checkbox"/> Full set of other WHS forms and checklists listed below (1 to 2 pages each)	\$ 66
<input type="checkbox"/> All documents listed on this page (P&P, SWMS, SOPs + other forms/checklists)	<b>\$ 660</b>

Individual Safe Operating Procedures (including assessment checklist sign-offs) *			
<input type="checkbox"/> Climber – inc. aerial pruning (5 p):	\$ 66	<input type="checkbox"/> Pole saw (3 p):	\$ 33
<input type="checkbox"/> EWP operator – inc. aerial pruning (5 p):	\$ 66	<input type="checkbox"/> Chipper (3 p):	\$ 33
<input type="checkbox"/> Ground crew:	\$ 33	<input type="checkbox"/> Stump grinder (3 p):	\$ 33
<input type="checkbox"/> Chainsaw – pruning & crosscutting (3 p):	\$ 33	<input type="checkbox"/> Excavator (3 p):	\$ 33
<input type="checkbox"/> Chainsaw – tree felling (3 p):	\$ 33	<input type="checkbox"/> Ladder – for accessing trees (3 p):	\$ 33

\* Each SOP has an accompanying 'assessment tool' checklist that enables the supervisor to assess the worker's performance on-the-job, and sign them off when they are deemed safe to work unsupervised. Note that they are not designed for formal RTO 'competency' assessments but are designed for use in-house by the business.

Other WHS forms and checklists			
<input type="checkbox"/> Hazard Assessment Checklist + toolbox mins (2 p):	\$ 22	<input type="checkbox"/> Excavator maintenance log (1 p):	\$ 11
<input type="checkbox"/> EWP prestart checklist + sign-off (1 p):	\$ 11	<input type="checkbox"/> Plant and equipment register (1 p):	\$ 11
<input type="checkbox"/> Excavator prestart checklist + sign-off (1 p):	\$ 11	<input type="checkbox"/> Incident report form (1 p):	\$ 11
<input type="checkbox"/> EWP maintenance log (1 p):	\$ 11	<input type="checkbox"/> Injury report form (1 p):	\$ 11

## WHS template documents – samples and conditions of use

To view sample documents on-line: go to the Workspace Training website at: [www.workspacetraining.com.au](http://www.workspacetraining.com.au) and select the links in the top drop-down menu bar: [Workplace documents > WHS documents for arborists](#). Then follow the links on the webpage to the individual samples.

Below are the conditions of use for the documents supplied in an electronic customisable Word format.

1. The documents listed overleaf are provided as generic templates in an electronic Word format. You may use the content material as it stands or customise it to meet the specific needs of your business. We are unable to guarantee that these templates will satisfy all of your WHS legal responsibilities in their current format.
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 material in the templates always remains the property of Workspace Training and is protected by copyright.
3. The original templates, and customised versions of them, are only for use within your own organisation (as listed in 'Client details' on this order form). You are not permitted to re-sell the materials or allow them to be used outside your organisation unless express permission has been given by Workspace Training.

## Other resources for arborists

### Hard copy booklets

- 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. **\$ 19.80** (inc. GST and postage)

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

- Tree workers manual** (105 pages) – provides background information for apprentice arborists and other learners on basic tree anatomy, pruning techniques, hazard tree identification and the benefits of trees. **\$ 27.50** (inc. GST and postage)

To view excerpts: go to [www.workspacetraining.com.au](http://www.workspacetraining.com.au) and select: [Print resources > Tree workers manual](#)

### 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) **\$ 330** (inc. GST/postage)

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

## Order and payment procedure

Fill in this form and then email it 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 cheques payments only are accepted. Our banking details will be provided on the invoice.

For more information, please contact Kath Ware on 0417 485 049 or [kath@workspacetraining.com.au](mailto:kath@workspacetraining.com.au)

Please email or post this order form to:

**Workspace Training**  
**PO Box 1954 STRAWBERRY HILLS NSW 2012**  
**Email: [kath@workspacetraining.com.au](mailto:kath@workspacetraining.com.au)**