

Title	Communicate a work plan and coordinate forest users to complete forestry earthworks		
Level	4	Credits	10

Purpose	People credited with this standard can communicate a work plan and coordinate forest users to complete a work plan for forestry earthworks.
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Classification	Infrastructure Works > Forestry Earthworks
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Available grade	Achieved
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Prerequisites	Unit 17769, <i>Demonstrate knowledge of general health, safety, and environmental requirements in forestry</i> ; and Unit 22994, <i>Demonstrate knowledge of factors that affect the performance of forestry workers</i> or demonstrate equivalent knowledge and skills.
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Guidance Information

- Learning and assessment within this unit standard must be carried out in an infrastructure forestry earthworks environment and in accordance with the following legislation, guidelines, and codes of practice, as relevant to their role, and any subsequent amendments:
 - Health and Safety at Work Act 2015;
 - Resource Management Act 1991;
 - Heritage New Zealand Pouhere Taonga Act 2014;
 - Resource Management (National Environmental Standards for Plantation Forestry) Regulations 2017 User Guide (2018) (forestry earthworks regulations 22-35), available from <https://www.mpi.govt.nz/>;
 - Approved Code of Practice (ACOP) for Safety and Health in Forest Operations (2012), available from <https://www.worksafe.govt.nz/>;
 - Excavation Safety Good Practice Guidelines (2016), available from <https://worksafe.govt.nz/>;
 - Operator Safety Manual for Earthmoving Machinery 2017, available from <https://civilcontractors.co.nz/>;
 - Plantation Forestry Code of Practice Eliminating Alcohol and Other Drugs from the Workplace (2015), available from <http://www.nzfoa.org.nz/>;
 - New Zealand Forest Road Engineering Manual: Operators Guide 2020, available from <http://www.nzfoa.org.nz/>;
 - Forest Practice Guides (2020), available from <http://www.nzfoa.org.nz/>.

2 Definitions

Company requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements that may apply across the company or to a specific site. Requirements are documented in the company health and safety plans, traffic management plans, contract work programmes, quality assurance programmes, policies, and procedural documents.

Forest users may refer to iwi, principals, employers, workers on site, people on site or passing through, landowners, harvesting contractors, or transport companies.

Work plan refers to any job specifications or plans given to the operator prior to undertaking the job.

Outcomes and performance criteria

Outcome 1

Communicate a work plan for forestry earthworks.

Performance criteria

- 1.1 Communication of the work plan to forest users onsite includes clearly stated objectives and language that fits the communication needs of each forest user.
- 1.2 Timelines for completion of the work plan are communicated to forest users and match the scheduling requirements.
- 1.3 Communications in meetings or briefings are planned and focus on quality outcomes and compliance in accordance with company requirements and client requirements.
- 1.4 Individual responsibilities for health and wellbeing are communicated and confirmed with forest users in accordance with company requirements.
- 1.5 Risk assessment, site safety, site safety plan requirements, including emergency procedures, are communicated to forest users prior to job commencement, and during job implementation, in accordance with company requirements.

Range communications may include but are not limited to – tail gate meetings, site safety briefings.

Outcome 2

Coordinate forest users to complete a work plan for forestry earthworks.

Performance criteria

- 2.1 Forest users are selected for work tasks that match their ability, role requirements, responsibilities, and qualifications.
- 2.2 Attributes of a leader are explained in terms of assisting forest users to meet the requirements of a work plan.

- 2.3 Any rules and guidelines for behaviour of forest users are confirmed by consensus and meet company requirements.
- 2.4 Clarification, questioning and summarising are used to clarify issues, gain feedback, and respond to forest user concerns.
- 2.5 Documentation is completed in accordance with company and client requirements.
- 2.6 Results of quality checks and monitoring are used to provide feedback to forest users in accordance with company requirements.
- 2.7 Actions are taken to provide opportunities for active participation by all forest users during the phases of the work plan.
- 2.8 New ideas, work methods and opportunities are considered to redefine, avoid, or overcome conflict or obstacles.
- 2.9 Individual efforts, achievements, positive behaviours, and contributions that lead to quality outcomes, are acknowledged, and positive feedback is given in accordance with company requirements.

Planned review date	31 December 2028
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	1 March 2018	31 December 2025
Review	2	25 May 2023	N/A

Consent and Moderation Requirements (CMR) reference	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council qualifications@waihangaararau.nz if you wish to suggest changes to the content of this unit standard.