

RESOURCE SHEET SUPPLEMENT

FAUNA SURVEY DATA COLLECTION SHEET

Attach details of grid/transect layout

Dates (day/month) and total number of traps

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Trap Type	/	/	/	/	/	/
Abbrev.						
Small cage	SC					

PESTICIDE APPLICATION RECORD

Use pencil

Number _____ of _____

Trap Type _____ Abbrev. _____

Small cage _____

PRE-START CHECKLIST & MAINTENANCE LOG – CHAINSAWS

Chainsaw identification _____

Form completed by _____ Date _____

Tick each item as it is checked and comment where necessary

Clean & check

- Starter handle and cord OK
- Engine body and air intakes cleaned
- Air filter cleaned
- No fuel leaks
- Guide _____

Comment _____

JOB SAFETY ANALYSIS

Time started _____

Clear sky Light cloud

Cool Warm

No wind Light wind

North East

Organisation _____ Location _____

Job _____ Approved by _____

Procedure developed by _____

Tick the box for the PPE required.

Task Steps in the job	Hazards Identified What could cause injury?	Risk Score	Control What can I minimise the



PUBLICATION NOTES

BHP Billiton Iron Ore is proud to support Greening Australia to provide valuable conservation and land management training to communities throughout the Pilbara through the Indigenous Training Program.

This Learning Guide series has been developed as part of our partnership of the program.

Gavin Price, Head of Environment, BHP Billiton Iron Ore

Greening Australia is proud to produce and provide the comprehensive suite of new ALEP Learning Guides. The guides are compatible with the new horticulture and conservation industries training package and are suited to developing skills in Indigenous communities within remote areas of the country where employment opportunities are limited. We would like to thank BHPBIO for their generous support in the development of the guides.

Brendan Foran, National CEO, Greening Australia

The second series of ALEP Guides is aligned with a number of units of competence from the *Training Package AHC10 – Agriculture, Horticulture and Conservation and Land Management* (Release 8.0). The units selected are frequently used within Certificates I to III in Horticulture and Conservation and Land Management. As such they cover, where possible, the elements, performance criteria and required skills and knowledge of each unit.

The principal goal of these resources is to support the learning process; the learning activities may complement a trainer's assessment plan. The intent is that they will be used in an interactive manner with learners rather than as self-paced study guides. The structure and sequence have been designed to follow the logical steps of the practical tasks wherever possible. Concepts are introduced and then consolidated with discussion and/or practical activities.

The writers consider that these guides can provide a sound technical foundation but also strongly encourage trainers to complement the guides with additional, authentic resources from relevant industry texts and websites. The guides can be used in part or in their entirety but should always be linked to practical activities to strengthen the teaching and learning.

Genuine consideration was given to the level of language used in the guides. The goal has been to find a balance between simplifying the language to an accessible level and ensuring that the vocational concepts are addressed. The writers contend that with appropriate support these texts can provide an opportunity for students to strengthen their language, literacy and numeracy skills, which may be required for pathway progression.

A number of Aboriginal people have been involved in developing this ALEP Guide, which is considered suitable for use within a program based on Aboriginal pedagogies.

RESOURCE SHEETS

This *Resource Sheets Supplement* booklet contains the templates from the *Resources* sections of the ALEP Guides 16–29. These were designed to use as basic workplace forms if the learners do not have access to the equivalent in their workplace.

You can print multiple copies of these forms to distribute to your learners.



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PESTICIDE APPLICATION RECORD

Name of landowner

Applicator's name

Applicator's phone no.

Applicator's address

Date of application

Time started

Time finished

Weather conditions

Clear sky

Light cloud

Overcast

Temperature

Cool

Warm

Hot

Wind speed

No wind

Light wind

Wind coming from

North

East

South

West

Application method

Pesticide product name

Active constituent

Concentration

Mixing rate

ml per L

Total quantity used (mix)

Litres

Marker dye YES NO

Pest treated

Location

GPS Coordinates

Draw a mud map indicating any people, stock or sensitive areas

Signature of applicator

Date

PRE-START CHECKLIST – SPRAY EQUIPMENT

ITEMS TO CHECK	<input checked="" type="checkbox"/>	COMMENTS
Pumping/pressure system works properly		
Pressure gauges work		
Filters are clean		
Tank is clean with no residue		
Tank has no leaks – check by looking		
Hoses and clamps have no leaks – check by looking		
Wands and hand pieces work properly		
Nozzles are the right type for the job		
Nozzles are spraying evenly (no blockages)		
Tank capacity (note how many litres it holds)		

NOTES:

PRE-START CHECKLIST – MOTORISED SPRAY EQUIPMENT

ITEMS TO CHECK	<input checked="" type="checkbox"/>	COMMENTS
Pumping/pressure system works properly		
Pressure gauges work		
Filters are clean		
Tank is clean with no residue		
Tank has no leaks – check by looking		
Hoses and clamps have no leaks – check by looking		
Wands and hand pieces work properly		
Nozzles are the right type for the job		
Nozzles are spraying evenly (no blockages)		
Tank capacity (note how many litres it holds)		
General condition of engine – check by looking		
Pump has no leaks		
Fuel level is OK and not leaking		
Oil level is OK and not leaking		
Air filter is clean		
Condition of starting rope is OK		
Battery is secure and ignition system OK		
Mounting is secure		

NOTES:

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FIELD NOTES

Fill out the information you know, and leave the rest blank.

Common/language name	
Scientific name	
Location co-ords/ref	
Sex (M/F)	
Survey method	
Habitat – terrain	
Habitat – vegetation	
<hr/>	
General observations <ul style="list-style-type: none">• Count• Where found• Surroundings• Other details	
<hr/>	
Measurements or estimates	
<hr/>	
Physical characteristics	
<hr/>	
Behavioural characteristics	

ANIMAL RECORD SHEET

Use the back of this sheet to write further notes or draw a diagram of the animal as needed

Animal name in language

Language used

Common name

Scientific name

Animal description (kind of animal, size, colour)

.....
.....

Habitat

- | | | | | |
|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Coastal | <input type="checkbox"/> Desert | <input type="checkbox"/> Escarpment | <input type="checkbox"/> Floodplain | <input type="checkbox"/> Forest |
| <input type="checkbox"/> Grassland | <input type="checkbox"/> Mangroves | <input type="checkbox"/> Marine | <input type="checkbox"/> Rainforest | <input type="checkbox"/> Riverine |
| <input type="checkbox"/> Scrubland | <input type="checkbox"/> Wetland | <input type="checkbox"/> Woodland | | |

Occurrence

Is this animal usually solitary or in groups? Estimated number

Is the animal used as food? Yes No

Cultural practices and protocols around this animal

.....
.....
.....

Other information (seasonal influences, relationships with other species)

.....
.....

Name(s) of person/people providing information and any other sources

.....

Attach details of grid/transect layout

FAUNA SURVEY DATA COLLECTION SHEET

Please use pencil

Dates (day/month) and total number of traps

Collection sheet number _____ of _____

Year	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
	/	/	/	/	/	/
Survey site	Trap Type Abbrev. SC					
People handling animals	Small cage					
Person recording data						

Date d/m	Trap type	Trap #	Bag #	Species	Sex*	Implant no. L Ear R Ear	CAPT	Total wt/ Bag wt	Animal wt (g)	Age	Fate* + Note	Head L/W	Pes S/L	Total L	Snout-Valve L	Tail L	Leg L	COMMENTS	
/																			
/																			
/																			
/																			
/																			
/																			

***KEY** TRAP TYPE: see above **SEX:** M—male F—female **AGE:** A—adult S—subadult J—juvenile I—infant **PY**—Pouch Young

CAPT: N—new R—recapture, previous survey RN—recapture, all new tags RT—recapture, during same survey E—escaped before ID checked/arked

FATE: RL—released RC—casualty, released RI—invasive procedure, released DD—deceased, discarded DS—deceased, specimen ED—euthanased, discarded ES—euthanased, specimen JB—mother + PY left in bag JT—PY taped in bag LB—held for captive breeding LC—taken to care LS—kept as live specimen LR—taken for live research LT—translocated

Please use pencil.

FAUNA SURVEY DATA COLLECTION SHEET SUPPLEMENT

Collection sheet number _____ of _____

Survey site _____

Date d/m	Trap type	Trap #	Bag #	Species	Sex*	Implant. no.		CAPT	Total wt/ Bag wt	Animal wt (g)	Age	Fate* + Note	Head L/W	Pes S/L	Total L	Snout-Valve L	Tail L	Leg L	COMMENTS		
						L Ear	R Ear														
/																					
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RECORD OF LOCAL FAUNA

REGION		
CLASS		
Common/language name	Scientific name	

PLANT RECORD SHEET

Use the back of this sheet to write further notes or draw a diagram of the animal as needed

Plant name in language

Language used

Common name

Scientific name

Plant description

Tree Shrub Herb Mallee Grass Sedge

Estimated height

Mature plant Immature plant

Habitat

Coastal Desert Escarpment Floodplain Forest
 Grassland Mangroves Marine Rainforest Riverine
 Scrubland Wetland Woodland

Occurrence

Individual plant Multiple plants together Estimated number

Other plants growing with this one

Traditional uses (food, medicine, ceremony, hunting tools, etc.)

.....
.....
.....

Other information (seasonal influences, relationships with other species, land or sea management)

.....
.....

Name(s) of person/people providing information and any other sources

.....

PLANT SURVEY DATA COLLECTION SHEETS

Sheet 1 of 3

Area name

GPS coordinates

Site number

Date

Recorders

1. SITE DETAILS

Mud map of location

Topography of site Circle position of site on the transect (alter transect if necessary).



sea dunes dry flat permanent wetland wet flat seasonal wetland dunes upland

Soil colour

Soil type

Exposed rock type

2. VEGETATION CONDITION

Comment

PRISTINE

EXCELLENT

VERY GOOD






GOOD




DEGRADED




3. VEGETATION STRUCTURE AND COVER

For each layer, record habit, cover class and dominant species

Cover classes 2–10% 10–30% 30–70% over 70%

	TREES			MALLEES	
Upper layer	over 30m	10–30m	under 10m	over 8m	under 8m
HABIT					
Cover class %					
Dominant species					

	SHRUBS		
Middle layer	over 2m	1–2m	under 1m
HABIT			
Cover class %			
Dominant species			

	GRASSES	HERBS	SEDGES	OTHER
Ground layer				
HABIT				
Cover class %				
Dominant species				

SITE MAINTENANCE

ALEP GUIDE

JOB SHEET23

JOB SHEET

Date..... Completed by.....

Site name.....

.....

.....

Work team members.....

.....

.....

.....

Work completed.....

.....

.....

.....

.....

Further work required due to deterioration and wear or threats from other sources

.....

.....

.....

.....

.....

STANDARD OPERATING PROCEDURES (SOP)	ALEP GUIDE
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STANDARD OPERATING PROCEDURE

CHAINSAW USE (PETROL ENGINE)

Training is required prior to chainsaw use; ongoing supervision is recommended for new operators.

PPE REQUIRED

- Chainsaw chaps (cut-resistant trousers with no obvious damage or tears)
- Steel-capped work boots
- Earmuffs, safety glasses and hard hat (or use a combination helmet with a mesh screen and earmuffs; this is an industry standard in some situations)
- Tinted or clear safety glasses (can be worn under the mesh screen)
- Cotton workwear clothing
- Non-slip, well-fitting gloves

Always wear the correct PPE when starting or using a chainsaw.

PRE-START SAFETY CHECKS

- Check starter handle and cord
- Clean engine body and air intakes
- Clean air filter and check for fuel leaks
- Check guide bar is clean and not damaged
- Check the chain drive links, depth gauges and cutter teeth for excessive wear or damage
- Check the sprocket for wear
- Check that the safety features are in place and fully operational:
 1. Chain brake works (activated by the front hand guard)
 2. Anti-vibration rubbers or springs are in place and not damaged
 3. Chain catcher is fitted
 4. Throttle trigger and throttle lockout are fully operational
 5. Front and rear hand guards and all engine covers are in place and not damaged
 6. On/off switch is working
 7. Muffler has no holes, and spark arrestor mesh is in place
- Replace covers, and check nuts and screws
- Ensure the chain has been sharpened and correctly tensioned and the depth gauges are set
- Fill up the fuel and bar oil reservoir and check for leaks. Do this in a well-ventilated area away from sparks and other running machinery.

If any of the above items are faulty, do not operate the machine. Apply an out-of-service tag and notify your supervisor.

CHAINSAW OPERATIONS

- Ensure you are wearing your PPE
- Do not smoke while operating a chainsaw
- Start the chainsaw on the ground in an area free of rocks, dirt and debris
- Always use the chainsaw with your left hand firmly on the front handle and your right hand on the rear handle, ensuring your thumbs are wrapped around the handles. Never operate a chainsaw one-handed. Never operate a chainsaw left-handed.
- Maintain a proper balanced stance, keeping the chainsaw slightly to the right side of your body when cutting
- To prevent kickback, avoid hitting any obstructions with the tip of the guide bar while the chain is rotating
- Use the chainsaw at peak revs when making all cuts
- Be aware of pull-in and push-back when cutting with the chainsaw
- Ensure you have considered the tension and compression situations for the wood that you are cutting. Do not allow the tip of the guide bar to be pinched in the wood.
- Be aware of cut material moving, falling or rolling towards you
- Clear your work area of cut material as you go to avoid slips, trips and falls
- Do not operate the chainsaw above shoulder height
- Do not lean your head or body over the running chain when cutting
- Regularly clean accumulated sawdust and debris from the cooling vents and from under the side cover of the chainsaw
- After use, ensure you fully clean, sharpen and check the condition of the chainsaw before returning it to the store. Check with your supervisor if you are unsure about any aspect.
- Stop work if the weather conditions become unfavourable, for example, high temperature, rain, high winds, fog or smoke
- Stop work if you feel fatigued or unwell
- Drink plenty of water while working
- Do not operate a chainsaw by yourself in isolated areas
- Always carry a suitably stocked first aid kit and have a communications plan in place

HAZARDS

- Noise
- Flying debris
- Slips, trips and falls
- Sharp chain teeth
- Manual handling
- Vibration
- Flammable fuel
- Powerful equipment

STANDARD OPERATING PROCEDURE

SMALL-TREE FELLING

This SOP is supplementary to the Chainsaw Use – Petrol Engine SOP, which all chainsaw operators should follow at all times.

This document offers additional procedures that must be followed when felling trees.

A chainsaw operator felling trees must follow recommendations in both SOPs.

Undertake a thorough assessment of the tree you intend to fell:

- Check canopy weight distribution and lean
- Note composition of foliage and stems
- Check for dead branches, decay and other defects
- Check trunk lean and overall weight
- Be aware of fire damage to the trunk or limbs
- Check for climbing vines and linking branches from adjoining trees, as these can affect the fall of the tree
- Note the wind direction and speed and its effect on the canopy

Do not continue if it is raining, if high winds develop, if smoke is blowing across the worksite, if temperatures are excessively high or if visibility is poor.

Do not attempt to fell trees beyond your skill level and/or saw capacity.

Do not work in isolated areas alone.

Inform your supervisor or other colleagues of your work plan.

Ensure you secure the fall zone perimeter to approximately two times the tree height in all directions.

Ensure wind direction is constant and allows the tree to be felled safely.

Make sure that you establish two escape routes from your tree and that they are clear of debris and trip hazards.

Make sure you have an axe, small sledgehammer and suitable wedges on hand to assist in the tree felling as required.

Always ensure your scarf is facing in exactly the intended direction of fall and is the correct shape and size.

Always make your back cut approximately 50 mm or greater above the bottom cut of your scarf, and do not cut all the way through the trunk into the hingewood.

Do not fell your tree into other trees or across high stumps.

Move away from the tree into your escape route once the tree has started to fall.

Be wary of forked trunks, as they can split when being cut; avoid them if possible or if you are not suitably experienced.

Never leave a tree standing in your work area that has been scarfed or partially cut, caught in another tree canopy or is hanging on vines. The safest place for a cut tree is on the ground.

Ensure you have an adequate first aid kit on site that is suitable for injuries that could be caused by a chainsaw or felling activity.

Ensure you have established a suitable worksite communications plan.

HAZARDS

- Noise
- Fatigue
- Weather conditions
- Flying debris
- Falling limbs and timber
- Uneven ground
- Slips, trips and falls
- Heavy dangerous equipment
- Manual handling
- Chainsaw kickback
- Flammable materials

STANDARD OPERATING PROCEDURE

PUSH LAWN MOWER

PRE-START SAFETY CHECKS

1. Check all safety guards, switches and shields are fitted, secure and in working order.
2. Check all cutting blades are secure and in good condition.
3. Check the height adjustment lever is working properly.

Faulty equipment must not be used. Report all faulty equipment immediately.

SAFETY DURING OPERATION

1. Clear sticks, stones and rubbish from the area to be mowed to minimise the risk of flying debris.
2. Make sure you have secure footing and balance when starting the mower.
3. Keep clear of moving machine parts.
4. Operate the mower in the full throttle position and walk at a steady speed so that you can keep control over unexpected hazards.
5. Only mow in a forward direction.
6. Avoid steep slopes. On gentle slopes mow across the slope. This means the mower is less likely to run over you in case of a slip.
7. Be aware of the potential for flying debris, and make sure that no person or animal is nearby or in danger when operating the mower.
8. Bring the machine to a complete standstill and ensure the blades have stopped rotating before making any adjustments.
9. Never leave the machine unattended while it is running.
10. Always shut off the mower and bring it to a complete standstill before adjusting the height or clearing any clogged grass.
11. Allow the mower to cool before refuelling. Use only approved safety containers to store fuel.
12. Turn off the fuel supply when you have finished mowing.

STOPPING THE MOWER

Stop the mower by moving the throttle lever to the fully upward (off or stop) position.

MAINTENANCE

Clean away any debris in and around the engine, blades, axles and the catcher.

HAZARDS	CONTROL
Rapidly rotating cutting blades	Increase awareness, obey all warnings, keep clear Use PPE: steel-capped boots
Noise	Use PPE: ear protection
Flying debris	Clear debris before mowing, increase awareness, obey all warnings, use signage to keep others clear Use PPE: eye protection, steel-capped boots, long trousers
Flammable fuel	Avoid spillage, use a funnel, let engine cool down before fuelling

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PRE-START CHECKLIST & MAINTENANCE LOG – CHAINSAWS

Chainsaw identification

Form completed by

Date

CLEAN & CHECK

COMMENTS

Starter handle and cord OK

Engine body and air intakes cleaned

Air filter cleaned

No fuel leaks

Guide bar is clean and not damaged

Chain OK – drive links, depth gauges and cutter teeth not worn or damaged

Sprocket is not worn

SAFETY FEATURES

COMMENTS

Chain brake works (activated by the front hand guard)

Anti-vibration rubbers or springs are in place and not damaged

Chain catcher is fitted

Throttle trigger and the throttle lockout fully operational

Front and rear hand guards and all engine covers in place and not damaged

On/off switch working

Muffler has no holes and spark arrestor mesh is in place

Any covers you removed are replaced and nuts and screws tightened

MAINTAIN THE CHAIN

COMMENTS

Chain sharpened

Chain tensioned

Depth gauges set

FUEL & OILS

COMMENTS

Fuel reservoir filled

Bar oil reservoir filled

No fuel or oil leaks

Please circle In service Out of service (apply tag)

Describe further work required or any problems

.....

.....

.....

PRE-START CHECKLIST – FUELLED EQUIPMENT

ITEMS TO CHECK	<input checked="" type="checkbox"/>	COMMENTS
No obvious faults or damage		
Fuel level is OK and not leaking		
Oil level is OK and not leaking		
Air filter is clean		
Nuts and bolts are tight		
Muffler is secure with no holes, and spark arrester is in place		
Covers and/or guards are in place and are in good condition		

NOTES:

PRE-START CHECKLIST- ELECTRIC EQUIPMENT & POWER TOOLS

ITEMS TO CHECK	☑	COMMENTS
No obvious faults or damage		
Electrical cords are not damaged		
Screws and fittings are tight		
Safety guards are in place and are in good condition		
The battery is charged (cordless tools)		

NOTES:

PRE-START CHECKLIST – VEHICLES (BASIC)

ITEMS TO CHECK	<input checked="" type="checkbox"/>	COMMENTS
Fuel and oil levels OK		
Coolant level OK		
Air filter clean		
Tyres at correct pressure, including spares		
Battery is secure and terminal clamps are tight		
No obvious faults or damage, and all lights work		

NOTES:

PRE-START CHECKLIST – VEHICLES (COMPREHENSIVE)

Completed by:

Date:

UNDER BONNET CHECKS	<input checked="" type="checkbox"/>	COMMENTS		
Engine oil level OK	<input type="checkbox"/>			
Radiator level OK	<input type="checkbox"/>			
Brake fluid level OK	<input type="checkbox"/>			
Clutch fluid level OK	<input type="checkbox"/>			
Power steering fluid level OK	<input type="checkbox"/>			
Windscreen washer tank full and wiper blades OK	<input type="checkbox"/>			
No oil or coolant leaks anywhere under bonnet	<input type="checkbox"/>			
No grass and sticks in the radiator or engine bay	<input type="checkbox"/>			
UNDER VEHICLE CHECKS	<input checked="" type="checkbox"/>			
No grass or sticks	<input type="checkbox"/>			
No oil leaks	<input type="checkbox"/>			
No engine oil leaks	<input type="checkbox"/>			
No brake fluid leaks	<input type="checkbox"/>			
No oil leaks from front diff	<input type="checkbox"/>			
No oil leaks from gearbox	<input type="checkbox"/>			
No oil leaks from rear diff	<input type="checkbox"/>			
No leaks from radiator	<input type="checkbox"/>			
No damage to shock absorbers, springs or steering arms	<input type="checkbox"/>			
TYRES	<input checked="" type="checkbox"/>	COMMENTS		
Front tyre pressure right for the job	<input type="checkbox"/>	30 PSI	35 PSI	40 PSI
Rear tyre pressure right for the job	<input type="checkbox"/>	35 PSI	40 PSI	45 PSI
2 spare tyres with 45 psi cold	<input type="checkbox"/>			
INSIDE VEHICLE	<input checked="" type="checkbox"/>	COMMENTS		
Jack, wheel brace and jack plate packed safely	<input type="checkbox"/>			
First aid kit refilled and packed	<input type="checkbox"/>			
Satellite phone charged and packed	<input type="checkbox"/>			
Drinking water packed	<input type="checkbox"/>			

NOTES:

SERVICE & MAINTENANCE LOG SHEET – MACHINERY

Service person

Date

Model and/or registration



Clean machine

Comments

Check wheels and tyres

Comments

Apply grease

Comments

Check and top up fluid levels

Comments

Change oil

Comments

Check lights, replace globes, fuses

Comments

Check battery

Comments

Check/replace parts, e.g. filters, belts, blades, spark plug

Comments

Check nuts, bolts and screws

Comments

Check muffler

Comments

Other

Comments

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ALEP

Aboriginal Landcare Education Program

This learning guide supplement provides templates for:

CHEMICALS

PESTICIDE APPLICATION RECORD

PRE-START CHECKLIST – SPRAY EQUIPMENT

PRE-START CHECKLIST – MOTORISED SPRAY EQUIPMENT

PLANT AND ANIMAL SURVEY WORK

ANIMAL RECORD SHEET

FAUNA SURVEY DATA COLLECTION

FIELD NOTES

PLANT RECORD SHEET

PLANT SURVEY DATA COLLECTION SHEETS

RECORD OF LOCAL FAUNA

SITE MAINTENANCE

JOB SHEET

STANDARD OPERATING PROCEDURES (SOP)

SOP – CHAINSAW USE (PETROL ENGINE)

SOP – TREE FELLING

SOP – PUSH LAWN MOWER

VEHICLE, MACHINERY & EQUIPMENT MAINTENANCE

PRE-START CHECKLIST & MAINTENANCE LOG – CHAINSAWS

PRE-START CHECKLIST – FUELLED EQUIPMENT

PRE-START CHECKLIST – ELECTRIC EQUIPMENT AND POWER TOOLS

PRE-START CHECKLIST – VEHICLE (BASIC)

PRE-START CHECKLIST – VEHICLE (COMPREHENSIVE)

SERVICE AND MAINTENANCE LOG SHEET – MACHINERY

WHS

JOB SAFETY ANALYSIS (JSA) FORM

DAILY JOURNEY PLAN

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