**Issue:**

Trees that are in poor condition have the potential to drop limbs and cause injury in DEECD schools and workplaces.

**Actions required:**

* Ensure that local workplace inspections are scheduled into the [OHS Activities Calendar](http://www.education.vic.gov.au/Documents/school/principals/management/ohsactivitiescalendar.xlsx) and carried out using the [Workplace Inspection Checklist](http://www.education.vic.gov.au/Documents/school/principals/management/workplaceinspectionchecklist.xlsx) – Yard and Facilities every 3 months.
* Include tree risk management in the OHS Risk Register.
* Engage a qualified and insured Arborist to carry out inspections of high risk trees as identified in the OHS Risk Register
* Implement the recommendations from the Arborist’s report as required

**Further information**

The Department’s [Occupational Health and Safety Management System](http://www.education.vic.gov.au/school/principals/management/Pages/ohsmgtsystem.aspx) provide policies and procedures for managing OHS Hazards in the workplace.

For further assistance contact the OHS Advisory Service on 1300 074 715 or e-mail safety@edumail.vic.gov.au.