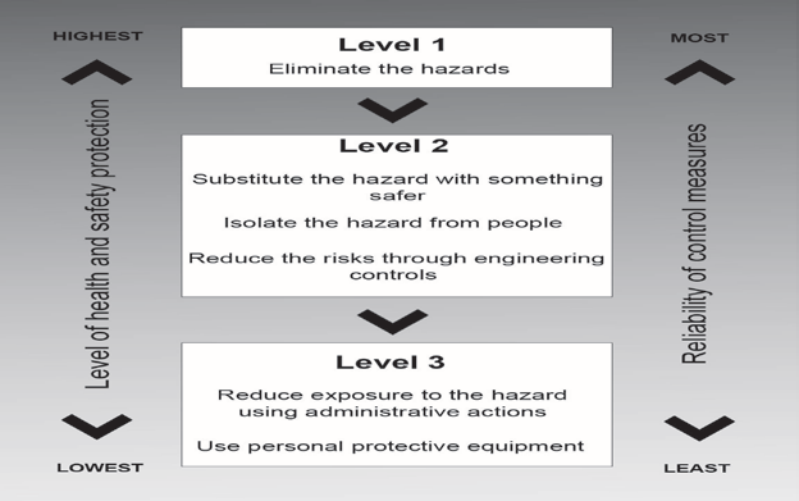


## Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

<b>Job Task Summary:</b> <b>Off-road vehicle operation</b>
Includes Quad & Motor bikes and ATV/UTV (side by side vehicles) Excludes 4WD vehicle off-road use
<b>Applicable to the following worker type:</b> employee, contractor
<b>SWMS completed by:</b> Emergency Management Unit
<b>Site:</b> Preparedness activities, emergency operation centres (EOC's), temporary work sites
<b>Date:</b> 31 January 2018
<b>PPE required: (mandatory) - Safety footwear and Other</b> – Rollover protection (Quad bikes), Helmet (bikes), other PPE relevant to task and situation eg hi-vis vest

WHS RISK MATRIX							HIERARCHY OF CONTROLS		
		Likelihood							
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain			
Consequence	5. Extreme	Medium	High	High	Very High	Very High	 <p>The diagram shows three levels of controls in a descending hierarchy. Level 1 (Eliminate the hazards) is at the top, Level 2 (Substitute, Isolate, or Engineering controls) is in the middle, and Level 3 (Administrative actions or PPE) is at the bottom. The left side is labeled 'Level of health and safety protection' with an upward arrow from 'LOWEST' to 'HIGHEST'. The right side is labeled 'Reliability of control measures' with a downward arrow from 'MOST' to 'LEAST'.</p>		
	4. Major	Low	Medium	High	High	Very High			
	3. Moderate	Low	Medium	Medium	High	High			
	2. Minor	Low	Low	Medium	Medium	Medium			
	1. Insignificant	Low	Low	Low	Low	Medium			

**R1 Risk without controls**

**R2 Risk with controls**

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Training / Experience  Vehicle Requirements	<ul style="list-style-type: none"> <li>Severe injury / death from collision or rollover</li> <li>Property damage from improper use</li> <li>Unauthorised use</li> </ul>	H	<ul style="list-style-type: none"> <li>Operators are trained and experienced to operate vehicle &amp; accredited or licenced where required e.g. motor cycle licence, accredited to national standard (quad bike or ATV operation course)</li> <li>User should have regular practice and skills</li> <li>Operator training and experience must match specific task</li> <li>Operators to be trained in accident emergency procedure</li> <li>Newly trained and inexperienced operators to have appropriate supervision</li> <li>Always consider if an alternate vehicle type may be more suitable for task</li> <li>Vehicle must be fit for the purpose and suitable to operator strength and skill</li> <li>NO PASSENGERS to be carried on quad or motor bikes</li> <li>ATV passengers to be briefed on operation prior to carriage</li> <li>Refer to manufacturer manual for vehicle specifications and instruction</li> <li>Quad bikes are to be fitted with rollover protection</li> <li>Keys to be stored securely to prevent unauthorised use</li> </ul>	Operator	M
Preparation before operating an off-road vehicle	<ul style="list-style-type: none"> <li>Equipment breakdown</li> <li>Injury from malfunction</li> <li>Unsuitable loads</li> <li>Unsuitable attachments</li> <li>Unsuitable terrain</li> <li>Hazards associated with vehicle operation</li> </ul>	M	<ul style="list-style-type: none"> <li>Conduct a site safety analysis prior to commencing the task:               <ul style="list-style-type: none"> <li>Plan a route considering terrain and prevailing conditions</li> <li>Define tracks or areas that are safe for vehicle operation</li> <li>Identify 'high-risk' areas and suitable rules for these areas</li> <li>If necessary establish 'no-go' zones on property</li> <li>Establish a speed limit for all vehicles used on the property</li> <li>Establish a communication plan</li> </ul> </li> <li>Follow guide – Monitoring location of field personnel</li> <li>Complete pre-start checks in accordance with manufacturer instructions</li> <li>Report any maintenance / repairs needed to the supervisor</li> <li>Check fuel level</li> <li>Check that any accessories or attachments are suitable for use with the vehicle make / model</li> <li>Inspect any attachments / accessories for correct installation</li> <li>Check that any load is within vehicle specifications</li> <li>Check for even weight distribution of any cargo</li> <li>Any liquid loads should be in suitably mounted, baffled tanks</li> <li>Any trailer or towed equipment must be attached to the correctly</li> <li>Use appropriate PPE (eg helmet, eye protection, suitable non-slip</li> </ul>	Operator	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
			<ul style="list-style-type: none"> <li>gloves, sturdy footwear, long-sleeve shirt, full length trousers, high visibility vest, UV protection) including PPE for ATV passengers</li> <li>Where seat belts are fitted, operators &amp; passengers must ensure these are worn appropriately when vehicle is operational</li> <li>Communications &amp; GPS devices suitable to area of operation &amp; tested</li> </ul>		
Operating an off-road vehicle	<ul style="list-style-type: none"> <li>Severe injury / death from collision or rollover</li> <li>Loss of control over vehicle</li> <li>Dehydration</li> <li>Fatigue</li> <li>Property damage</li> <li>Hazardous terrain</li> <li>Weather conditions</li> </ul>	H	<ul style="list-style-type: none"> <li>Helmets must meet CE standards &amp; be maintained in good condition</li> <li>Travel at speed appropriate to conditions, visibility and experience</li> <li>Operate vehicle as smoothly as possible, avoiding sudden braking and swerving</li> <li>DO NOT operate an unregistered vehicle on any public roads, streets or highways (including dirt or gravel roads)</li> <li>Operate vehicle safely &amp; maintain control ie both hands on the handlebars and both feet on the footrests and remaining seated</li> <li>Stay alert to changing terrain and conditions</li> <li>When operating on slopes/rough terrain take extra care &amp; ensure that all tyres remain on the ground at all times.</li> <li>Do not operate on excessively rough, slippery or loose terrain</li> <li>DO NOT operate a vehicle in fast-flowing water or in water deeper than that specified in the Manufacturer's Manual.</li> <li>Reduce fatigue by taking regular rest breaks appropriate to the working environment - at least every 2 hours take a 'stop and stretch' break</li> <li>Manage risks associated with working in hot or cold conditions as required</li> <li><i>Reversing:</i> <ul style="list-style-type: none"> <li>Make sure there are no obstacles or people behind you before selecting reverse gear</li> <li>Carefully apply both the front and rear brakes simultaneously when stopping in reverse gear</li> </ul> </li> <li>PPE available &amp; worn that is appropriate to vehicle &amp; task – enclosed sturdy footwear, eye protection, long sleeve tops &amp; full length pants, hi-vis vest/clothing, sunscreen etc</li> <li>First aid kit on board</li> <li>Adequate food &amp; drink carried</li> </ul>	Operator	M
Parking and leaving off-road vehicle for a short time	<ul style="list-style-type: none"> <li>Roll away</li> <li>Surface incline</li> <li>Loose or slippery surface</li> <li>Unauthorised use</li> </ul>	M	<ul style="list-style-type: none"> <li>Find the most level suitable parking area</li> <li>Motor bike – if parking on a slope, point front wheel uphill with side stand on lower side</li> <li>Stop vehicle safely according to Manufacturer's Instructions</li> <li>Turn ignition switch off If vehicle moves or rolls after dismounting, find another parking area</li> </ul>	Operator	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
			<ul style="list-style-type: none"> <li>Chock wheels if necessary</li> <li>Remove ignition key</li> </ul>		
Refuelling	<ul style="list-style-type: none"> <li>Fire/explosion</li> <li>Fuel splash</li> <li>Skin contact with fuel</li> <li>Inhale fumes</li> <li>Fuel spill</li> </ul>	M	<ul style="list-style-type: none"> <li>Carry out refuelling in well-ventilated area away from ignition sources</li> <li>Stop engine before refuelling</li> <li>Only use approved fuel containers (AS2906 Fuel containers — Portable-plastic and metal)</li> <li>Use proper funnels and spouts to prevent spills and splashes</li> <li>Wipe the vehicle dry of any spilled fuel</li> <li>Refuel when equipment is cool , if possible</li> </ul>	Operator	L
Towing with off-road vehicles	<ul style="list-style-type: none"> <li>Severe injury / death from collision or rollover</li> <li>Loss of control over vehicle</li> </ul>	H	<ul style="list-style-type: none"> <li>Refer to manufacturers manual for towing capacity</li> <li>Use correct trailer hitch only</li> <li>DO NOT use ropes or cables to hitch items</li> <li>Distribute load on trailer evenly</li> <li>Allow extra stop and turn distances while towing</li> <li>Avoid steep slopes when towing</li> <li>Take extra care when crossing a slope when towing</li> </ul>	Operator	M
Loading onto trailer / vehicle	<ul style="list-style-type: none"> <li>Crush injuries</li> <li>Unsuitable ramp</li> <li>Loading angle</li> <li>Vehicle can fall off ramps</li> <li>Roll/flip over</li> <li>Strains/sprains</li> <li>Slips/trips &amp; falls</li> </ul>	H	<ul style="list-style-type: none"> <li>Select suitable loading site</li> <li>Refer to manufacturer's manual for safe loading ramp angle</li> <li>Use suitable trailer /vehicle for size and weight of vehicle</li> <li>Use loading ramp suitable for size and weight of vehicle with operator</li> <li>Ramp must have mechanism to prevent backward movement of the ramp</li> <li>Secure ramp to trailer</li> <li>Position vehicle on trailer/vehicle for even weight distribution</li> <li>Switch off fuel</li> <li>Remove ignition key</li> <li>Secure on trailer/vehicle to prevent forward / backwards / side to side movement while towing</li> </ul>	Operator	L
After use or end of shift	<ul style="list-style-type: none"> <li>Personal injury from improper use</li> <li>Property damage</li> <li>Equipment malfunction</li> <li>Unauthorised use</li> </ul>	H	<ul style="list-style-type: none"> <li>Park vehicle in appropriate area</li> <li>Clean and refuel in accordance with manufacturer's guidelines and site requirements</li> <li>Inspect for damage</li> <li>Report any faults or damage to supervisor</li> <li>Remove key and store in secure location to prevent unauthorised access</li> </ul>	Operator	L

**OTHER JOB REQUIREMENTS**

**List staff skills/competencies and licences required for safe job performance:**

Motorcycle licence (Motor bike only)  
National Skills Competency: AHCMOM212A Operate Quad Bikes  
National Skills Competency: AHCOM201A Operate two-wheel Motorbikes  
RTE2308A Operate ride-on vehicles  
AHCMOM212A Operate ATVs | AHCMOM211A Operate side by side utility vehicles  
Training and practice records of all operators

**List items of plant/equipment/tools required:**

Off-road vehicle appropriate for task  
Helmet (Bikes)  
Roller protection (Quad bikes)  
Accessories approved for use with vehicle

**Relevant codes of practice, legislation standards or critical risk controls that may be applicable:**

Code of Practice: Use of All Terrain Vehicles in the workplace  
AS1698:2006 Protective helmets for vehicle users  
CE Motorcycle helmet standard  
Critical Risk Controls: Quad Bikes; ATVs  
AS2906 Fuel containers — Portable-plastic and metal

**Maintenance checks, site/workplace inspections required:**

Manufacturer's instruction manual  
Vehicles maintained as required

**Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc:** Nil

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work    Yes                       No                       N/A

**APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)**

**Name:** State Emergency Coordinator

**Signature:** *S Oliver*

**Date:** 1 February 2018

**I have read and understood this safe work method statement (attach a separate sheet if required)**

NAME	SIGNATURE	DATE