Safe work method statement

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

**Job Task Summary:**

**Off-road vehicle operation**
Includes Quad & Motor bikes and ATV/UTV (side by side vehicles)
Excludes 4WD vehicle off-road use

**Applicable to the following worker type:** employee, contractor

**SWMS completed by:** Emergency Management Unit

**Site:** Preparedness activities, emergency operation centres (EOC’s), temporary work sites

**Date:** 31 January 2018

**PPE required:** (mandatory) - Safety footwear and Other – Rollover protection (Quad bikes), Helmet (bikes), other PPE relevant to task and situation eg hi-vis vest

<table>
<thead>
<tr>
<th>WHS RISK MATRIX</th>
<th>HIERARCHY OF CONTROLS</th>
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<tbody>
<tr>
<td><strong>Consequence</strong></td>
<td><strong>Likelihood</strong></td>
</tr>
<tr>
<td>5. Extreme</td>
<td>E. Rare D. Unlikely C. Possible B. Likely A. Almost Certain</td>
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<tr>
<td>4. Major</td>
<td>Low Medium High High High Very High</td>
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<tr>
<td>3. Moderate</td>
<td>Low Medium Medium High High</td>
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<tr>
<td>2. Minor</td>
<td>Low Low Medium Medium Medium</td>
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<tr>
<td>1. Insignificant</td>
<td>Low Low Low Low Medium</td>
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<tr>
<td>PROCEDURAL STEPS</td>
<td>POSSIBLE HAZARD(S)</td>
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<tr>
<td>----------------------------------------</td>
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<tr>
<td>Training / Experience</td>
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<tr>
<td>Vehicle Requirements</td>
<td>• Severe injury / death from collision or rollover • Property damage from improper use • Unauthorised use</td>
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<tr>
<td>Preparation before operating an off-road vehicle</td>
<td>• Equipment breakdown • Injury from malfunction • Unsuitable loads • Unsuitable attachments • Unsuitable terrain • Hazards associated with vehicle operation</td>
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<td>PROCEDURAL STEPS</td>
<td>POSSIBLE HAZARD(S)</td>
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<tr>
<td>Operating an off-road vehicle</td>
<td>• Severe injury / death from collision or rollover&lt;br&gt;• Loss of control over vehicle&lt;br&gt;• Dehydration&lt;br&gt;• Fatigue&lt;br&gt;• Property damage&lt;br&gt;• Hazardous terrain&lt;br&gt;• Weather conditions</td>
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<td>Parking and leaving off-road vehicle for a short time</td>
<td>• Roll away&lt;br&gt;• Surface incline&lt;br&gt;• Loose or slippery surface&lt;br&gt;• Unauthorised use</td>
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| Refuelling                | • Fire/explosion  
• Fuel splash  
• Skin contact with fuel  
• Inhale fumes  
• Fuel spill | M                                       | • Chock wheels if necessary  
• Remove ignition key  
• Carry out refuelling in well-ventilated area away from ignition sources  
• Stop engine before refuelling  
• Only use approved fuel containers (AS2906 Fuel containers — Portable-plastic and metal)  
• Use proper funnels and spouts to prevent spills and splashes  
• Wipe the vehicle dry of any spilled fuel  
• Refuel when equipment is cool, if possible | Operator                                   | L  |
| Towing with off-road vehicles | • Severe injury / death from collision or rollover  
• Loss of control over vehicle | H                                       | • Refer to manufacturers manual for towing capacity  
• Use correct trailer hitch only  
• DO NOT use ropes or cables to hitch items  
• Distribute load on trailer evenly  
• Allow extra stop and turn distances while towing  
• Avoid steep slopes when towing  
• Take extra care when crossing a slope when towing | Operator                                   | M  |
| Loading onto trailer / vehicle | • Crush injuries  
• Unsuitable ramp  
• Loading angle  
• Vehicle can fall off ramps  
• Roll/flip over  
• Strains/sprains  
• Slips/trips & falls | H                                       | • Select suitable loading site  
• Refer to manufacturer’s manual for safe loading ramp angle  
• Use suitable trailer /vehicle for size and weight of vehicle  
• Use loading ramp suitable for size and weight of vehicle with operator  
• Ramp must have mechanism to prevent backward movement of the ramp  
• Secure ramp to trailer  
• Position vehicle on trailer /vehicle for even weight distribution  
• Switch off fuel  
• Remove ignition key  
• Secure on trailer /vehicle to prevent forward / backwards / side to side movement while towing | Operator                                   | L  |
| After use or end of shift | • Personal injury from improper use  
• Property damage  
• Equipment malfunction  
• Unauthorised use | H                                       | • Park vehicle in appropriate area  
• Clean and refuel in accordance with manufacturer’s guidelines and site requirements  
• Inspect for damage  
• Report any faults or damage to supervisor  
• Remove key and store in secure location to prevent unauthorised access | 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: AHCMM201A Operate two-wheel Motorbikes
- RTE2308A Operate ride-on vehicles
- AHCMOM212A Operate ATVs | AHCMM211A 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)
- Rollover 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)

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