



**WESTERN**  
**TRAILS ALLIANCE**

**SAFE WORK METHOD  
STATEMENT – TRAIL CREW**

**MARCH 2020**

# SAFE WORK METHOD STATEMENT

SWMS Name: Mountain Bike Trail Construction – Trail Crew.	SWMS Created By: Ivan Svenson	Date of Creation: 05/09/2018
SWMS Summary: Construction of Mountain bike trails		Last Reviewed Date: 26/03/2020

Company / Contractor Details:	Project Details:
Name: Western Trails Alliance Ltd	Client: City of Kalamunda
ABN: 21628767706	Contact Name: Erin Stinton
Address: 83 Horsfall Road, Baldivis WA 6171	Site Address: Western Australia
Contact Number: 0418 912913	Contact Number:
Email:	Start Date: April 2020

## OVERVIEW

<p>Training/Qualifications Required to carry out work:          Skid Steer operators ticket          Excavator operators ticket          Chainsaw operator ticket          Are all Trail builders adequately trained and qualified, or to receive appropriate on-the-job training?  <b>Yes</b></p>	<p>PPE Required to carry out work:          Safety glasses, hearing protection          Steel cap boots, trousers, long sleeve shirt,          Gloves</p>
<p>Legislation, Australian Standards &amp; Codes of Practice relevant to work (where applicable):          OH&amp;S Act          OH&amp;S Regulations</p>	<p>Equipment Required to carry out work:          Compactor          Excavator          Skid Steer loader          Chainsaw          Fire Rakes, shovels, mattocks, wheelbarrows</p>
<p>Environmental Statement:           Minimise the impact on the surrounding bush during entry and egress from work site. Keep trail width to a minimum. Take care not to affect local fauna.</p>	<p>Safety Checks Required prior to commencement of work:          Chainsaw – chain tensioned correctly, sharpened, fuelled, kick-back guard working          Excavator, Skid steer loader, site dumper – mechanical pre-operating checks as per equipment manufacturer, attachments in good order and correctly locked, track condition good.</p>
<p>Coordination with other trades:          None</p>	<p>Permits required for commencement of work:  <b>Yes</b></p>

# Risk Analysis Matrix

Use this table to determine the level of risk associated with an identified hazard.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor First Aid Required	Moderate Medical Attention and time off work	Major Long Term Illness or Serious Injury	Severe Kill or cause permanent Disability or Illness
Almost certain	M	H	H	VH	VH
Likely	M	M	H	H	VH
Possible	L	M	H	H	VH
Unlikely	L	L	M	M	H
Rare	L	L	M	M	M

RISK LEVEL	ACTION
VERY HIGH	<u>Act immediately:</u> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
HIGH	<u>Act today:</u> The proposed activity can only proceed, provided that: <ol style="list-style-type: none"> <li>1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;</li> <li>2. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc.</li> <li>3. The risk assessment has been reviewed and approved by the Supervisor and</li> <li>4. A Safe Working Procedure or Safe Work Method has been prepared.</li> <li>5. The supervisor must review and document the effectiveness of the implemented risk controls.</li> </ol>
MEDIUM	<u>Act this week:</u> The proposed task or process can proceed, provided that: <ol style="list-style-type: none"> <li>1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;</li> <li>2. The risk assessment has been reviewed and approved by the Supervisor and</li> <li>3. A Safe Working Procedure or Safe Work Method has been prepared.</li> </ol>
LOW	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.

# Safe Work Method Statement

Work Step	Associated/identified Hazards	Risk Level (L, M, H, VH)	Hazard Controls	Revised Risk Level (L, M, H, VH)	Person Responsible
Covid19 viral infection	<p>Risk of spread of infection from symptomatic or asymptomatic carriers of the virus, due to close personal contact, shares use of tools and equipment.</p> <p>Trail Crews are required to comply with the Governments social distancing and lock-down recommendations and requirements.</p>	H	<p>No work crews (employed or volunteers) greater than 5 in number (including operators and supervisors).</p> <p>No person is to come to work if they are feeling unwell and/or showing symptoms of the virus infection.</p> <p>All Crew members must maintain a distance of at least 1.5 metres from each other while working and at rest periods.</p> <p>No tools or equipment will be shared. Each Crew member must use tools specifically assigned to them.</p> <p>All Crew members to be made aware that touching the face is one of the easiest ways to introduce the virus into their body.</p> <p>All Crew members must comply with any new restrictions subsequently introduced by Government or WTA.</p>	L	Supervisor, Operator and Trail Crew
Chain saw operation, clearing fallen trees and branches	<p>Slips and trips</p> <p>Cut injury, eye injury</p>	H H	Operator trained, kickback guard working, correct PPE	L L	Operator Operator
Excavator, skid steer, dumper - clearing route, digging, moving rocks, forming trail	Collision between machinery and riders	M	Close trails as necessary. Slow speed travelling on fire trails to/from site,	L	Operator Spotter/builder

tread and features, filling, moving branches, moving soil, drainage work (SEE SPECIFIC SWMS FOR MOBILE EQUIPMENT)	Collision with Trail builders on site	H	<p>Lookout person may be required while operating if trails are open, use signage and spotters as necessary.</p> <p>Trail builders working in the vicinity of mobile machinery must be aware and vigilant: Excavator - Keep in front of machine, in view of the operator and well clear of the working radius. Skidsteer Loader – never get close to or pass behind the skid steer when it is operating. This machine may reverse quickly and the operator has limited rear vision. The skidsteer is fitted with a reversing warning buzzer, recognise and heed the sound.</p>	L	Operator Trail builder
	Striking by vegetation	H	<p>Beware that trees or branches may be knocked down by machinery which could hit nearby persons. Always stay well clear if vegetation clearing is in progress, and at all other times beware of accidental knockdown. A large tree falling may strike a person many metres outside the normal work zone for the machine.</p>	L	Operator Trail builder
	Eye damage	H	<p>Splinters of stone or other material may be thrown off the bucket while working. Wear correct eye PPE when in vicinity</p>	L	Operator Trail builder

Use of pick or mattock to clear roots and rocks	Slips and trips	H	Operators experienced or trained in use of equipment, correct PPE	L	Operator
	Eye injury from flying debris	H	Safety glasses mandatory with mattocks	L	Operator
	Injury to others nearby	H	Ensure no one within swing zone and anyone nearby wearing correct PPE	L	Operator
Wheelbarrowing soil on or to trail	Slips and trips, sprains	M	Don't overload barrows, travel slowly	L	Trail builder
		M	Assess trail builder to ensure capable of using equipment	L	Supervisor
		M	Look ahead on your route for obstructions	L	Trail builder
<b>Work Step</b>	<b>Associated/identified Hazards</b>	<b>Risk Level (L, M, H, VH)</b>	<b>Hazard Controls</b>	<b>Revised Risk Level (L, M, H, VH)</b>	<b>Person Responsible</b>
Manually moving heavy objects (Rocks / Logs etc.)	Slips and trips, sprains	M	Employ appropriate manual handling techniques, for example, bending the knees and lifting with a straight back. Use buddy lifts where ever possible. Assess the load before attempting to move	L	Trail builders
Asbestos	Not applicable	H		L	All
Compacting	High noise level	M	PPE hearing protection	L	Operator

	Back or muscle strain	M	Safe lifting techniques, share the load with others	L	Operator
Manual work generally	Slips and trips, sprains, fatigue, dehydration	M	Work within your limits Stay hydrated, take breaks whenever required. Look out for one another. Be aware of your surroundings Do not do anything you are not comfortable with.	L	Trail builders
	Snakes and insects	M	Be noisy when moving through bush, wear gloves and move rocks and sticks carefully. Wear appropriate clothing. Spray on insect repellent. Check for ticks after work.	L	Trail builders



# Personnel Signoff

All personnel required to carry out this task need to be listed below.

By signing this SWMS, each person declares that they have carefully read the SWMS and that they understand their responsibilities and requirements to complete the work.



## Senior management Signoff:

Does this SWMS meet the necessary safety requirements? **Yes**

Does this SWMS require review? **Yes**

Review Date: 26/03/2020

Additional Comments:

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Name: Ivan Svenson	Position: Director	Signature: 	Date: 26/03/2020