SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

ATV - Quad Bikes Safe Work Method Statement (SWMS)

Business Contact: Phone #:	Principal Contractor (PC):
Responsible person *(for monitoring SWMS and work):*	PC Address:
Signature: Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:	Job Site Address:

Site Management Plan	Is the work associated with a Construction Project? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

This work activity involves the following "High-Risk Construction Work" (HRCW - *identified in the Job Task column*)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete

☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services

☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers ☐ Work in a ceiling space (W.A. Only)

☐ Working at depths greater than 1.5 metres, including tunnels or mines	☒ Work in an area that may have a contaminated or flammable atmosphere
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor	☒ In or near water or other liquid that involves the risk of drowning

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

SAMPLE

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JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			○ Verify all tie-down equipment (chains, shackles.) is rated for the task and fixed in such a way to prevent movement during transit • Ramps: ○ Suitable load capacity for the weight of ATV, wide enough, footboards on the side ○ Lock ramps in place, use locking pin/clips if required ○ Assess ground conditions at loading/unloading site to determine forward or reverse loading ○ Ensure clear of obstructions (tree branches, structures.) ○ Ensure people are clear of loading/unloading site. • Load/unload as per manufacturer's instructions ○ Apply handbrake and block tow/transport vehicle wheels ○ ATV is loaded/unloaded to and from the vehicle whilst on level ground ○ Aligned for loading/unloading and positioned with the vehicle by a suitably qualified, competent and experienced operator		
4. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	• The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) • Do not park illegally • Identify and obey all safety-related signage • Assess mobile phone reception.	2M	**Operator** to check the site and conduct JSA where necessary
5. Work area set-up	Adjacent to traffic/public	4A	• If loading/unloading/setting-up roadside – comply with local laws and permits • Establish exclusion zones to stop people from entering the area	2M	**Operator** to ensure control measures followed
	Powered mobile plant movement at night	4A	• Check all plant and vehicles are adequately illuminated, and all flashing warning lights/signals are operational • Including - headlights, flashing beacons, beepers, cabin lights.	2M	
	Fire	4A	• Ensure a regularly maintained fire extinguisher is carried at all times.	2M	
	• Roll-over • Crush injuries • Entrapment • Fatality	4A	• Inspect intended travel paths • Plan route to eliminate danger areas, such as: ○ Rocky areas/steep slopes ○ River/creek crossings ○ Pavement/roads ○ Overhead branches ○ Long grass that could hide stumps, root systems, animal burrows, fencing	2M	

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10. HRCW
On completion
	Fire	4A	• Always shut off fuel when storing, if the ATV has a fuel shutoff
			• Clean ATV, ATV deck, deflection chute and radiator grill of clippings and other debris
			• Do not store:
			  ○ Until the ATV has cooled down
			  ○ Near combustible materials
			  ○ ATV near an open flame or an ignition source.
				2M	**Supervisor** to confirm all workers have signed out
					
					Workers to comply with controls

	Unauthorised access	3H	• If acceptable, remove or add barricades • Ensure the ATV is parked in a safe, level area, clear of unstable or sloping ground . Store the key in a safe place (restrict unauthorised access).	2M	
	Security breach	3H	• All personnel sign-out on Site Register.	2M	
	Vehicle/people impact	4A	• Stay to designated access and egress routes • Maintain awareness of surroundings.	2M	
11. Emergency response	• Injury • Fatality • Environmental damage	4A	⚠ *FOLLOW EMERGENCY RESPONSE PROTOCOLS* CALL *000* IMMEDIATELY *(If mobile phone is out of range use 112)* • If contact cannot be made by 2-way radio or phone and there is a grave and imminent danger to life situation, then the EPIRB should be deployed by the person at the remote location. When activated, it will emit a distinctive radio signal continuously for up to 4 days on the international distress frequencies. The EPIRB must remain activated until rescue has been completed • The nominated contact person must ensure speedy notification of emergency services in the event of: ○ EPIRB or a Personal Location Beacon (PLB) being activated • Call for assistance from the remote area worker/crew • Complete an incident report.	2M	**Supervisors** and **workers** ensure controls followed
	Failed check-in	4A	⚠ ***In the event of a failed check-in being met the following steps will be taken:*** **1.** Contact to give the remote person/team one-hour grace to allow for minor communications issues black spot reception, lost track of time. Attempt to communicate with person/team via alternative contacts such as other team member phone or radio. **2.** From two hours, overdue, attempt to communicate via alternative contacts such as other team member phone, or other people in the field team vicinity such as local service station owners, local hotels	2M	

SAMPLE

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