



## Northern Rivers Dirty Wheels Mountain Bike Club Inc.

### WHS ASSESSMENT AND WAIVER

#### 1.0 WHS Policy Statement

Northern Rivers Dirty Wheels Mountain Bike Club Incorporated (NRDW) is a not for profit community association. NRDW is committed to ensuring the health, safety and welfare of all volunteers undertaking trail building and maintenance work and to the maintenance of high standards of WHS for all participants.

NRDW is committed to working safely and expects all volunteers and contractors to also view this as a collective as well as individual responsibility.

This WHS Policy applies to all NRDW members and non-members who may, from time to time, participate in trail building and maintenance work at New Italy Mountain Bike Forest or Duck Creek Mountain Bike Park.

This policy has been prepared to address the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.

#### Goals

This policy:

- shows the commitment of NRDW to health and safety;
- aims to remove or reduce the risks to the health, safety and welfare of all volunteers and anyone else who may be affected by our works on the day;
- aims to ensure all work activities are done safely.

#### Responsibilities

The activities of the NRDW shall be carried out in a manner which will, as far as practicable, protect the health and safety of its volunteers involved in trail building and maintenance works. Health and Safety is the responsibility of all personnel involved at NRDW facilities.

To facilitate the implementation of this policy, NRDW shall:

- Provide and maintain healthy and safe work areas and safe equipment.
- Provide the information, instruction, training and supervision to ensure the safety of all volunteers.
- Require all volunteers to adhere strictly to this policy and assessment.
- Develop and maintain emergency procedures which, in the event of an accident, minimise harmful effects as part of an ongoing consultation process.
- Require all NRDW volunteers to report incidents, hazards, or hazardous practices, to their team leader.
- Require all volunteers to accept that safe work practice is the responsibility of every person taking part in the trail building and maintenance works.

The NRDW Team Leader is responsible for:

- ensuring all volunteers have undertaken a WHS Induction process;
- providing safe systems of work;
- ensuring hand tools are in a safe condition;
- providing information, instruction and supervision that is reasonably necessary to ensure that each volunteer is as safe as possible within the natural and changing context of the site from injury and risks to health;
- committing to consult and co-operate with volunteers in all matters relating to health and safety at the work site;
- a commitment to continually improve performance through effective safety management.

The Volunteer is responsible for:

- taking reasonable care for his or her own health and safety and taking reasonable care for the health and safety of persons who may be affected by the volunteers acts or omissions at a work site;
- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- only using equipment for which they are qualified, trained and competent;
- providing and wearing personal protective equipment and clothing where necessary;
- reporting all accidents and incidents on the job immediately, no matter how trivial;
- reporting all known or observed hazards to the NRDW Team Leader.

Contractors engaged by NRDW are expected to:

- undertake their own WHS assessment process independent of the NRDW WHS Policy;
- be responsible for providing and wearing their own personal protective equipment;
- ensure all equipment is in a safe condition;
- taking reasonable care for his or her own health and safety and taking reasonable care for the health and safety of other persons who may be affected by the contractors acts or omissions at a work site.

## 2.0 Trail Building and Maintenance WHS Assessment

Trail building and maintenance work contains an element of risk. Potential risks have been identified and assessed in relation to **Table 1 – Risk Matrix**, where grade 1 is of the highest risk and grade 6 is of the lowest risk.

**Table 1 – Risk Matrix**

RISK MATRIX		Consequences			
		Severe	Serious	Moderate	Minor
Likelihood	Certain	1	1	2	3
	Likely	1	2	3	4
	Unlikely	2	3	4	5
	Very Unlikely	3	4	5	6

### Consequences

Descriptor	Outcome Description
Minor	On-site first aid treatment
Moderate	Medical treatment required, lost time
Serious	Serious injury, hospitalisation
Severe	Death, permanent disability

### Likelihood

Descriptor	Outcome Description
Very Unlikely	Unlikely to occur
Unlikely	Occurs occasionally
Likely	Occurs regularly
Certain	Expected to occur

For each project site, the following table must be completed by the NRDW Team Leader and all risks and mitigation measures advised and agreed to by participants.

PROJECT RISK ASSESSMENT FORM				
<b>SITE NAME:</b>				
<b>TRAILS BEING WORKED ON</b> .....				
<b>NRDW TEAM LEADER</b> .....				
<b>ASSESSMENT DATE</b> .....				
TASK OR RISK	RISK LEVEL* (prior to mitigation)	MITIGATION (CONTROL) STRATEGIES	RISK LEVEL* (after mitigation)	PROCEED Yes / No
Using Swinging Tools		<ul style="list-style-type: none"> <li>Maintain safe working distance of at least 3 metres; for short handled tools (e.g. hammer), 2 metres.</li> <li>Maintain tools in good condition.</li> <li>Establish a firm footing before swinging tools.</li> <li>Adjust the duration of work periods to take account of the physical capacities of the participants.</li> <li>Wear appropriate PPE e.g. glasses, gloves &amp; suitable work boots.</li> </ul>		
Bites and Stings		<ul style="list-style-type: none"> <li>Ensure that all participants are appropriately dressed e.g.: long sleeves and trousers, sturdy covered footwear, thick socks.</li> <li>Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites.</li> <li>Use insect repellent.</li> <li>Re-deploy to another task or location, any participants who have known allergies to bites or stings.</li> <li>Conduct a visual inspection of the worksite to identify and flag high risk areas e.g.: ant nests, stinging plants.</li> <li>Walk heavily in suspected snake habitat and carry first aid kit with snake bandage.</li> </ul>		
Slips, Trips and Falls		<ul style="list-style-type: none"> <li>Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments etc.</li> <li>Allow at least 2 metres 'visibility space' between participants when walking along tracks.</li> <li>Ensure that boots are firmly laced.</li> <li>Exercise additional caution when walking downhill, e.g. walk across the slope, and have a strong leader control walking speed.</li> <li>Avoid carrying heavy or awkward sized objects on uneven ground.</li> <li>Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.</li> </ul>		

<b>TASK OR RISK</b>	<b>RISK LEVEL*</b> (prior to mitigation)	<b>MITIGATION (CONTROL) STRATEGIES</b>	<b>RISK LEVEL*</b> (after mitigation)	<b>PROCEED</b> Yes / No
<b>Working in Hot Conditions</b>		<ul style="list-style-type: none"> <li>• Maintain hydration by providing adequate drinks and regular drink breaks.</li> <li>• Take advantage of, or create, shaded work areas.</li> <li>• Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day.</li> <li>• Reinforce the need for long trousers and long sleeves, broad- brimmed hats and sunglasses.</li> <li>• Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin.</li> <li>• Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or not acclimatised.</li> </ul>		
<b>Working in Cold Conditions</b>		<ul style="list-style-type: none"> <li>• Make ample food and fluids available, including warm drinks if possible.</li> <li>• Take advantage, of or create, warmer areas to work.</li> <li>• Structure work to avoid the coldest times of the day.</li> <li>• Encourage participants to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level.</li> <li>• Wear a warm hat (the head is a major heat loss area).</li> </ul>		
<b>Working in windy conditions</b>		<ul style="list-style-type: none"> <li>• Work in open (non-treed) areas where possible.</li> <li>• Pay particular attention to changing weather conditions.</li> <li>• No work to be carried out in treed areas in extreme wind.</li> </ul>		
<b>Working in stormy conditions</b>		<ul style="list-style-type: none"> <li>• Be aware of weather forecast</li> <li>• Leave at least 30 minutes before approaching storm arrives.</li> <li>• No work to be carried out in stormy conditions.</li> </ul>		
<b>Becoming Lost</b>		<ul style="list-style-type: none"> <li>• Party leader to ensure party stays together and is aware of number of people in party.</li> <li>• Party leader to supply map to all workers of work area.</li> </ul>		
<b>Encountering Native, Feral or Farm Animals</b>		<ul style="list-style-type: none"> <li>• Do not provoke animals. Give way to stock and horse riders.</li> </ul>		
<b>Bushfire</b>		<ul style="list-style-type: none"> <li>• Refer to supplied map outlining various emergency exits.</li> <li>• Call 000 immediately.</li> </ul>		
<b>Working with Chainsaws</b>		<ul style="list-style-type: none"> <li>• The operator must be qualified to operate and maintain a chainsaw (min TAFE certificate)</li> <li>• The chainsaw shall be used only to cut stumps and limbs which have already fallen to the ground</li> <li>• The operator must wear suitable protective equipment including boots, eye protection, hearing protection.</li> </ul>		
<b>Others identified on the day</b>				

<b>Are there any hazardous substances?</b>  <i>(Provide MSD sheet)</i>	<b>Yes / No</b>	<b>If yes, specify</b>  .....  .....	<b>Safe handling procedures in place?</b>	<b>Yes / No / NA</b>
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<b>Are there arrangements for?</b>	<b>Y e s</b>	<b>N o</b>	<b>Outline Arrangements</b>
<b>Emergency Evacuation</b>			New Italy MTB Forest - Access to Highway via Darkys Road and Forest Road. Reassemble at Museum.  Duck Creek Mountain Bike Park – Access to highway. Reassemble at front of site.
<b>Emergency Communication</b>			UHF radios, Mobile phone – Dial 000 in emergency
<b>First Aid</b>			First aid kits available at the work site

<b>Emergency Contacts:</b>	
<b>Project Contact &amp; Mobile No.</b>	
<b>Alternate Contact &amp; Mobile No</b>	
<b>Nearest hospital</b>	Lismore Base Hospital
<b>Emergency Services Phone: 000 (Triple Zero)</b>	





