

TASK / OPERATION	GOLF CART & ATV OPERATION			
WORKPLACE	Forestry	✓	Civil	✓

DATE			
Authorised by	Ecoplant Australia & Seeddown Professional Planting		

Sequence of Job Steps (What to do in the right order)	Potential Risks / Hazards	Standard Operating Procedure (How to do it Safely)	Personal Protective Equipment (PPE)
Planning	<p>Hazards include:</p> <ul style="list-style-type: none"> - Adverse weather - hot, cold, windy, wet – dangerous driving conditions - Electricity - Energised electrical equipment / installation - Slippery or uneven surface, objects on road - Single exposure to hazardous chemical/s causing illness or death (fuel, lubricants) - Static electricity (during re-fuelling) - Hazardous atmosphere - fumes - Noise – long term exposure - Remote / Isolated work - Pedestrians - Driving / operating Golf Cart/ ATV or Quad bike <ul style="list-style-type: none"> o Roll over o Collision with other vehicle or object o Moving parts o Hot vehicle parts <p>Risks include:</p> <ul style="list-style-type: none"> - Death or serious injury from crushing during rollover 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. <p>Liaise with Principal Contractor to establish that the following on-site systems and procedures are in place:</p> <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSA's. <p>Assess the exposure of workers to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while operating the Golf Cart/ ATV or Quad Bike and determine required controls such as Audiometric Testing and PPE. Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements.</p> <p>Audiometric Testing. If Audiometric testing is required it must:</p> <ul style="list-style-type: none"> - Be provided within three months of the worker commencing work 	<p>FOOT PROTECTION</p> <p>HEARING PROTECTION</p> <p>HIGH VIS CLOTHING</p> <p>HEAD PROTECTION</p> <p>EYE PROTECTION</p> <p>HAND PROTECTION</p> <p>SUN PROTECTION</p> <ul style="list-style-type: none"> - Broad brimmed hat - UV rated clothing - SPF 30+ sunscreen - Tinted safety glasses with UV protection

	<ul style="list-style-type: none"> - Death or serious injury from head impact - Death or serious injury from Eye/Face injuries from coming into contact with overhead hazards e.g. Low-lying branches - Burns from exhaust system - Exposure to toxic fumes - Entanglement (feet on rear tyres) or unguarded danger areas - Falling over on same level causing bruises, sprains, strains, fractures - Exposure to hazardous chemical causing serious illness - Sparking during re-fuelling causing fire - Deafness / hearing loss - Lost / missing worker - Distance from assistance when required or emergency services - Communication restrictions - Lack of mobile signal. - being thrown from Golf Cart/ ATV 	<ul style="list-style-type: none"> - Be started before people are exposed to hazardous noise (such as new workers or those changing jobs) - Provide a baseline as a reference for future audiometric test results - Have follow-up tests carried out at least every two years. - Be carried out with consultation with your workers and their health and safety representatives - Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard - Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications. <p>Ensure Golf Cart/ ATV is suitable for task:</p> <ul style="list-style-type: none"> - Load capacity <ul style="list-style-type: none"> o Weight of load o Location of load o Attachment weight o Weight of operator - Type of towed items required (eg: spray tank) - Type of terrain <ul style="list-style-type: none"> o Slippery surface, steep slopes, hilly surface o Rocky, muddy, sandy, water present o Glare o Fencing (can be hard to see, limit space) - Level of operator experience. <p>Consider use of other more suitable equipment (such as small tractor or utility) wherever possible.</p> <p>Inspect intended travel paths. Plan route to eliminate danger areas, such as:</p> <ul style="list-style-type: none"> - Rocky areas / steep slopes - River /creek crossings - Pavement / roads - Overhead branches - Long grass that could hide stumps, root systems, animal burrows, fencing etc. <p>Establish "no go zones" for the work site where areas are too dangerous for Golf Cart/ ATV or the requirements for the Golf Cart/ ATV exceed manufacturer's recommendations.</p> <p>Plan communication system for working alone. Ensure supervisor notified of leaving time, the intended work route and the expected return time. Provide reliable communication devices. Ensure mobile phone has service.</p>				
		<table border="1"> <tr> <td data-bbox="891 1265 1016 1311">RB: 4A</td> <td data-bbox="1016 1265 1675 1311">Person responsible to implement control measures:</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	<table border="1"> <tr> <td data-bbox="1675 1265 1818 1311">RA: 2M</td> </tr> </table>	RA: 2M
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<p>Preparation</p>	<p>Hazards include:</p> <ul style="list-style-type: none"> - Adverse weather - hot, cold, windy, wet – dangerous driving conditions - Electricity - Energised electrical equipment / installation - Slippery or uneven surface, objects on road - Single exposure to hazardous chemical/s causing illness or death (fuel, lubricants) - Static electricity (during re-fuelling) - Hazardous atmosphere - fumes - Noise – long term exposure - Remote / Isolated work - Pedestrians - Driving / operating Golf Cart/ ATV or Quad bike <ul style="list-style-type: none"> o Roll over o Collision with other vehicle or object o Moving parts o Hot vehicle parts. <p>Risks include:</p> <ul style="list-style-type: none"> - Death or serious injury from crushing during rollover - Death or serious injury from head impact - Death or serious injury from being thrown from Golf Cart/ ATV - Eye/Face injuries from coming into contact with overhead obstacles (low-lying branches etc) - Burns from exhaust system - Exposure to toxic fumes - Entanglement (feet on rear 	<p>Working outdoors. Ensure:</p> <ul style="list-style-type: none"> - Suitable protective clothing - Sun brim on hard hat - Safety glasses - UV Rated - Use 30+ sunscreen on exposed skin areas - Adequate drinking water - Access to shade during breaks - Be aware of snakes if work area has long grass or dense vegetation - Adequate breaks - Check weather conditions – do not work in extreme weather. <p>Develop site rules for Golf Cart/ ATV operator. Example:</p> <ul style="list-style-type: none"> - Speed limits (low as possible – install speed limiters) - Personal Protective Equipment: <ul style="list-style-type: none"> o Motorbike type helmet, snug fitting, correct size for individual, securely fastened. o Goggles or safety glasses with side-panels (tinted if required). Ensure no scratches or areas of reduced visibility – replace if needed o Gloves – not riggers gloves as these can become slippery when wet) o Long pants/sleeves o Non-slip shoes. No open toed shoes /sandals. - No passengers (unless designed for more than one) - No persons under 16 to operate or ride on Golf Cart/ ATV - Formal training for all operators - No Go Zones - Acceptable weather conditions for operation - What attachments can be used. <p>Training should include, at least:</p> <ul style="list-style-type: none"> - Reading and understanding operating Instructions - Location of controls for particular model - Formal (TAFE or manufacturer provided) training - Site rules including speed limits - Pre-operational checks - PPE - Loading, unloading and transporting unit - Active or dynamic riding techniques. <p>Ensure operators are not under the influence of drugs or alcohol.</p>	
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	<p>tyres) or unguarded danger areas</p> <ul style="list-style-type: none"> - Falling over on same level causing bruises, sprains, strains, fractures - Exposure to hazardous chemical causing serious illness - Sparking during re-fuelling causing fire - Deafness / hearing loss - Lost / missing worker - Distance from assistance when required or emergency services - Communication restrictions - lack of mobile signal 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">RB: 4A</td> <td style="width: 60%; padding: 5px;">Person responsible to implement control measures:</td> <td style="width: 25%; padding: 5px;">RA: 2M</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 2M	
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<p>Pre Start Inspection</p>	<p>Hazards include:</p> <ul style="list-style-type: none"> - Adverse weather - hot, cold, windy, wet – dangerous driving conditions - Electricity - Energised electrical equipment / installation - Slippery or uneven surface, objects on road. <p>Risks include:</p> <ul style="list-style-type: none"> - Entanglement (feet on rear tyres) or unguarded danger areas - Falling over on same level causing bruises, sprains, strains, fractures. 	<p>Hearing protection, ensure:</p> <ul style="list-style-type: none"> - It is worn by all persons throughout the period of exposure to noise - It is suitable for the type of working environment and the work tasks - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition. <p>Inspect Golf Cart/ ATV before use. Check:</p> <ul style="list-style-type: none"> - Sufficient fuel - Tyres: <ul style="list-style-type: none"> o Suitable pressure o Even pressure o Good condition o Secure o Wheel nuts in place and tight - Mirrors adjusted - No fluid leaks - Seat secure – good condition - Foot/hand brakes functional - Load capacity displayed and legible - Shock absorbers same setting left and right - Battery terminals clean, no corrosion - Guards in place (engine and foot plates) - Engine free of dried vegetation - Handlebars clean, clear of dirt, grease, - Steering fully functional - Throttle moves to full extent and springs back to idle when released 				

		<ul style="list-style-type: none"> - Air filter clean from dirt/vegetation - No loose chassis parts - No loose connections, nuts, bolts, etc - Tools covered and placed in secure location - Attachments secured - Safe Work Load (SWL) not exceeded. <p>Ensure communication devices charged and functional. Ensure first aid kit on board.</p> <table border="1" data-bbox="891 435 1787 480"> <tr> <td data-bbox="891 435 1014 480">RB: 3H</td> <td data-bbox="1014 435 1675 480">Person responsible to implement control measures:</td> <td data-bbox="1675 435 1787 480">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M	
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<p>Driving and Operating an Golf Cart/ ATV or Quad bike</p>	<p>Hazards include:</p> <ul style="list-style-type: none"> - Adverse weather - hot, cold, windy, wet – dangerous driving conditions - Electricity - Energised electrical equipment / installation - Slippery or uneven surface, objects on road - Single exposure to hazardous chemical/s causing illness or death(fuel, lubricants) - Static electricity (during re-fuelling) - Hazardous atmosphere - fumes - Noise – long term exposure - Remote / Isolated work - Pedestrians - Driving / operating Golf Cart/ ATV or Quad bike <ul style="list-style-type: none"> o Roll over o Collision with other vehicle or object o Moving parts o Hot vehicle parts <p>Risks include:</p> <ul style="list-style-type: none"> - Death or serious injury from crushing during rollover 	<p>Hazardous Manual Handling:</p> <ul style="list-style-type: none"> - Avoid long periods of repetitive movements - Avoid awkward and sustained positions - Avoid prolonged sitting - Regular breaks. <p>Loading/Unloading/Transport:</p> <ul style="list-style-type: none"> - Load and unload on flat, firm, even ground - Remove non-essential persons from area - Check manufacturer recommendations for safe slopes for loading ramps - Ensure ramps are longer and higher than tray of vehicle - Provide load banks wherever possible. Consider use of box trailer (lower) - Ensure ramps are sufficient SWL – each ramp - Remove attachments - Empty spray tanks etc - Centre bike over ramps – use 4WD - Drive onto trailer/tray of vehicle. - Position Golf Cart/ ATV in centre – apply park brake. Turn off and remove keys - Turn fuel valve off - Secure in place using strapping. Use cross ties if travelling over rough terrain or long distances - Secure all other stored items for travel to prevent damage to Golf Cart/ ATV - When unloading – check no persons in travel path - Ensure ramps are correctly positioned - Reverse – looking in direction of travel. <p>Start-up:</p> <p>Follow manufacturer’s instructions. Example:</p> <ul style="list-style-type: none"> - Ensure gears are in neutral or park - Apply parking brake 				

	<ul style="list-style-type: none"> - Death or serious injury from head impact - Death or serious injury from being thrown from Golf Cart/ ATV - Eye/Face injuries from coming into contact with overhead obstacles(low-lying branches etc.) - Burns from exhaust system - Exposure to toxic fumes - Entanglement (feet on rear tyres) or unguarded danger areas - Falling over on same level causing bruises, sprains, strains, fractures - Exposure to hazardous chemical causing serious illness - Sparking during re-fuelling causing fire - Deafness / hearing loss - Lost / missing worker - Distance from assistance when required or emergency services <p>Communication restrictions – lack of mobile signal</p>	<ul style="list-style-type: none"> - Turn fuel valve on. <p>Start-up – continued:</p> <ul style="list-style-type: none"> - Turn engine to “RUN” or “ON” - If cold – turn choke to “ON” position” - Start engine and move choke to “OFF” position as engine warms. - Open throttle slowly. Abrupt opening of throttle can cause front tyres to lift resulting in loss of control of Golf Cart/ ATV. <p>Keep both hands on handlebars and both feet on footrests at all times.</p> <p>Operate at safe speed, suitable for terrain and weather conditions/visibility and do not exceed speed limits specified in site rules.</p> <p>Travel on designated routes (especially during mustering tasks), and slow down if venturing into long grass or different /less travelled areas.</p> <p>Look in direction of travel. Watch ground ahead – constantly check for dangerous conditions – stumps, burrow, rocks, wire, low-lying branches or hidden fences.</p> <p>Do not attempt stunts.</p> <p>Stop ATV before switching between 2WD and 4WD modes.</p> <p>Do not run engine in enclosed areas or near air intakes / windows, for long periods.</p> <p>Follow active or dynamic driving techniques (shifting body weight). Example:</p> <p>Turning:</p> <ul style="list-style-type: none"> - Slow down - Move body forward and to inside of turn - Turn handlebars and look in direction of turn. <p>Uphill:</p> <ul style="list-style-type: none"> - Ensure slope does not exceed Golf Cart/ ATV limitations (see manufacturer’s recommendations) - Never approach crest of hill at speed – slow down until pathway is visible - Feet firm on footrests - Lower gear and speed up before climbing hill - Move up in seat and lean forward or stand with torso leaning toward front tyres - If insufficient power to reach top of hill – but still have momentum: <ul style="list-style-type: none"> o Keep weight uphill o Do a U-turn before losing speed o Travel back down hill in low gear (body weight uphill) - If insufficient power to reach top – no momentum: <ul style="list-style-type: none"> o Keep weight up hill o Apply brakes – and parking brake o Dismount (on uphill side if applicable) and follow manufacturers instruction for turning Golf Cart/ ATV around. 	
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		<ul style="list-style-type: none"> o Do not let it roll back. <p>Downhill:</p> <ul style="list-style-type: none"> - Check terrain first – ensure no rocks etc - Keep travel path as straight as possible - Shift weight to rear - Select low gear and travel at low speed - Apply gradual brakes as needed - Look ahead. <p>Avoid transverse slopes (going across). Travel up and down slopes wherever possible. If transverse is required:</p> <ul style="list-style-type: none"> - Both feet on footrest - Lean body uphill - For soft terrain: turn wheels gently toward uphill <p>If Golf Cart/ ATV becomes unstable, stop and dismount on the uphill side. Avoid crossing roadways. If required:</p> <ul style="list-style-type: none"> - Stop, give way to motorists - Ensure sufficient visibility and no obstructions - Be prepared for Golf Cart/ ATV to handle differently - Cross at 90-degree angle when safe to do so. <p>Avoid running water. If water-crossing required:</p> <ul style="list-style-type: none"> - Ensure no deeper than recommended by manufacturer (example: 35cm) - Ensure water is slow moving - Choose travel path – enter where there are no steep drop offs, rocks or other obstructions - Drive slowly. Test brakes after leaving water. Wet brakes will increase stopping distance - Drain water from Golf Cart/ ATV (as manufacturer instructions). <p>Avoid reversing whenever possible. If reversing required:</p> <ul style="list-style-type: none"> - Check behind for people, animals, or other obstacles - Apply brake. Change gears to reverse - Look in direction of travel - Accelerate slowly – avoid sudden movements - Reverse for shortest distance possible. Turn around and travel forward when safe to do so. <p>Ensure regular rest breaks. Avoid driving for more than 1 hour at a time.</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Ensure attachments are deemed safe to use with Golf Cart/ ATV (manufacturer’s recommendations) - Ensure attachments to not exceed SWL (ensure loads are less than SWL in rough 	
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		<p>terrain)</p> <ul style="list-style-type: none"> - Keep loads as low in height as possible - Ensure load is secured - Use mounting points provided by manufacturer. Do not alter or raise mounting points. - Liquid loads shift. Ensure: <ul style="list-style-type: none"> o Sealed properly o Do not restrict visibility o Smooth external surface (no sharp edges) o Internal baffles are installed to reduce movement of liquid o Do not overload. 1 L = 1 kg. - Allow more braking distance when carrying loads - Avoid travelling on slopes when carrying loads. <table border="1" data-bbox="891 539 1787 587"> <tr> <td>RB: 4A</td> <td>Person responsible to implement control measures:</td> <td>RA: 3H</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 3H	
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<p>Re Fuelling</p>	<p>Hazards include:</p> <ul style="list-style-type: none"> - Explosion - Fire - Hazardous Chemical – single exposure (fuel, lubricants) - Static electricity. <p>Risks include:</p> <ul style="list-style-type: none"> - Burns caused by fire - Electric Shock - Explosion causing injury or death <p>Single exposure to hazardous chemical causing illness or death</p>	<p>Read the current (issue date within 5 years) Safety Data Sheets (SDS) for all fuel products before use. Follow operator’s manual for more details for re-fuelling.</p> <p>Additional PPE is required if there is any risk of splashing - Chemical splash goggles, chemical resistant gloves/gauntlets, boots, and apron.</p> <p>Note:</p> <ul style="list-style-type: none"> - Avoid breathing vapours or contact with fuel - If clothing is splashed with fuel, change it immediately - Ensure re-fuelling is undertaken in well-ventilated area, clear of ignition sources. <p>Re-fuelling:</p> <ul style="list-style-type: none"> - Shut off engine - Allow to cool before re-fuelling if possible - Remove cap slowly - Use a fuel hose, pouring spout or funnel - Fill tank and wipe away excess - Ensure there is no over spill - Ensure cap has been secured and any vapour residue has been wiped away - Check for leaks. <p>Note: Do not eat, drink or smoke after handling fuel until hands are carefully washed. Shower and wash immediately after work. Wash clothes in separate wash from other clothes.</p> <p>Note: Ignition sources include pilot lights, stoves, heaters, cigarettes, matches/lighters, grinding, welding, power points, lighting, light switches, radio transmitters, mobile phones, battery powered forklifts etc.</p> <table border="1" data-bbox="891 1337 1787 1383"> <tr> <td>RB: 4A</td> <td>Person responsible to implement control measures:</td> <td>RA: 2M</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 2M	
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<p>Clean up and Maintenance</p>	<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment / installation - Slippery or uneven surface - Driving / operating Golf Cart/ ATV or Quad bike <ul style="list-style-type: none"> o Moving parts o Hot vehicle parts. <p>Risks include:</p> <ul style="list-style-type: none"> - Burns from exhaust system - Entanglement (feet on rear tyres) or unguarded danger areas - Falling over on same level causing bruises, sprains, strains, fractures. 	<p>Ensure all servicing, maintenance and repairs are performed by suitably qualified & competent persons.</p> <p>On completion:</p> <ul style="list-style-type: none"> - Clean mud, chemical residue, vegetation etc from Golf Cart/ ATV - Check for damage, loose or missing parts - Park in secure location (flat, even ground) - Remove key. <p>Ensure maintenance is undertaken on a regular basis as instructed by manufacturer. Keep records /log book of services and maintenance/repairs. Allow Golf Cart/ ATV to cool before conducting maintenance. Exhaust will be hot and could cause burns. Only use replacement parts as permitted by manufacturer – including tyres.</p> <table border="1" data-bbox="891 632 1787 679"> <tr> <td data-bbox="891 632 1016 679">RB: 3H</td> <td data-bbox="1016 632 1675 679">Person responsible to implement control measures:</td> <td data-bbox="1675 632 1787 679">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M	
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Emergency Procedures / Emergency Response

Emergency Response: Call **000** immediately, then administer first aid to injured person/s, and refer to emergency plan.

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Note: Whenever any person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes.

Develop site-specific rescue procedures/SWP.

Person/s responsible to implement and follow emergency procedures and control measures:

Review

To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWP, work plans and other applicable information
- Control measures will be monitored throughout works:
 - Vehicle safety checks
 - Spot checks
 - Consultation
 - Scheduled audits
- Corrective actions will be recorded and rectified in a timely manner SWP will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWP
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK PROCEDURE - Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
AHCMOM212: Operate Quad Bikes Advanced Driver Education	<Operators name>: Operator <Supervisor's name>:Supervisor Using Quad Bike to load and deliver tree seedlings Access to Forestry areas through difficult terrain.	Suitably qualified supervisors for job <ul style="list-style-type: none"> - Direct on-site supervision - Remote site – communication systems, radios - Audits - Spot Checks - Reporting systems

<p>Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:</p>		<p>Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWP.</p>	
<ul style="list-style-type: none"> - Private property permission - Qld Transport Conditional registration - Codes: - LO3 - Restricted to a designated area - LO6 (A) - Restricted to a designated route - LO7 - Restricted to loading and unloading tasks <p>PPE to comply with relevant Australian Standards:</p> <ul style="list-style-type: none"> - Off road motorcycle helmet - Long pants - Suitable boots 		<p>QLD & NSW</p> <ul style="list-style-type: none"> o Work Health and Safety Act 2011 o Work Health and Safety Regulations 2017 <p>Australian Standards:</p> <ul style="list-style-type: none"> o AS/NZS1269: 2005 <i>Occupational noise management</i> o AS/NZS 4501:2008 (set) <i>Occupational Protective Clothing</i> o AS 1698:2006 <i>Protective Helmets for Vehicle Users(plus amendments)</i> o AS/NZS 4602.1:2011 <i>High visibility safety garments - Garments for high risk applications</i> o AS 2675: 1983 <i>Portable first aid kits for use by consumers (plus amendment)</i> o AS 1742:2010 (set) <i>Manual of uniform traffic control devices</i> o AS/NZS 2906:2001 <i>Fuel containers - Portable - Plastic and Metal</i> 	
<p>Plant/Tools/Equipment:</p> <p>Honda Fourtrax 300 Quad Bike 4x4</p>			
<p>Reference Documents</p> <p>Safe Work Australia (2011): Code of Practice: <i>Managing the Risk of Falls at Workplaces</i> Sai Global: Australian Standard: AS/NZS 3760:2010 <i>In-service safety inspection and testing of electrical equipment</i> Safe Work Australia (2011): Code of Practice: <i>Managing Noise and preventing hearing loss at work</i> Safe Work Australia (2011): Code of Practice: <i>Hazardous Manual Tasks</i> Safe Work Australia (2011): Code of Practice: <i>Control of workplace hazardous substances</i></p>			

SAFE WORK PROCEDURE - Part 3

This SWP has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWP and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWP including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High	4 Acute
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Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU/ Supervisor

Review No.	1	2	3	4	5	6	7	8
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Name								
Initial								
Date								

RISK ASSESSMENT MATRIX

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3: Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.