

Safe Work Procedure

Trail Maintenance / Construction-Volunteer



1. Trail Maintenance / Construction-Volunteer

The Alpine Cycling Club (ACC) operates within Mystic Mountain Bike Park. This is a very busy bike park and also in a working pine plantation. As such we need to operate safely for ourselves and others in the park, this document outlines the safety guidelines our volunteers are expected to follow.

2. Scope / Description of Job

Maintenance and Construction of Mystic Mountain Bike Park trails by volunteers. Maintenance includes clearing vegetation around trails and carrying out minor repairs using equipment such as axes, shears, brushcutters, picks, shovels, rakehoes and Chainsaws. Trail Construction includes building trails to IMBA standards using equipment such as axes, shears, brushcutters, picks, shovels, rakehoes and Chainsaws.

3. Critical Safety Issues

Fatigue, dehydration, hazardous trees, mine shafts.

3.1 Reporting

If you do witness or incur an injury or near miss, please report it via <https://form.jotform.co/92948031022855>

3.2 Trail closures and restricted areas

Our trails are inside an active commercial plantation owned by HVP Plantations, with the management of recreational activities inside the plantation licenced to the community-group Alpine Community Plantation, of which the Alpine Cycling Club is a member. At any time, HVP Plantations, the Alpine Cycling Club or Alpine Community Plantation may close a trail or area for safety and operational reasons. Never enter an area that has been closed by HVP or ACP without permission, and always check with ACC before entering and commencing work on a closed trail.

4. Materials

Materials, Plant, Equipment, Competencies/Licenses

Materials, plant, tools and equipment relevant to this SWP	Employee skills / competencies relevant to this SWP
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Hand tools – rakehoe; shovel; long-handled shears and loppers; fern hook; pulaski axe	Volunteer
Mobile phone	Volunteer
Machine tools – Chainsaws, brushcutters	Accredited chainsaw operator, training. Chainsaw users must have signed the document “Alpine Cycling Club Chainsaw Use Ver 1.0” and returned it to mtb@alpinecyclingclub.com.au
Chemical weed sprays	Accredited Club Members only.
Signage and parawebbing	Volunteer
Adequate supply of drinking water & food	Volunteer

5. PPE

List of PPE relevant			
Boots	√	Hard hat if using machines.	√
UV protection	√	High visibility clothing	√
Sunscreen 30+		Eye protection – safety glasses or goggles	√
Gloves – leather work gloves	√	Other – long sleeved clothing and trousers	√
chainsaw operator - Cut-proof trousers / chainsaw chaps	√	Chainsaw / brushcutter operator - vibration absorbing gloves	√
		Chainsaw / brushcutter operator – full face shield	√
Ear Plugs	√		

6. Requirements / Procedure

6.1 Preparation

(Volunteer Coordinator, Volunteers if solo)

1.	Check weather forecast for date(s) that maintenance\ trail construction is going to be conducted – reschedule work if necessary (ie if high temperatures, high winds, wet or stormy conditions expected) Check HVP’s fire safety notifications.
2.	Select and check hand tools/machine tools

3.	Inspect equipment handles for splinters and any metal edges for damage and sharpness – arrange repair and/or sharpening as required
4.	During transport, store implements safely and securely in vehicle, cover any sharp surfaces
5.	Ensure that an adequate supply of drinking water is available
6.	Let someone know where you are going and what you are planning on doing.

6.2 Carry Out Maintenance / Trail Building Works with a group.

(Volunteer Coordinator, Leaders, Volunteers)

1.	Wear relevant PPE
2.	Prior to beginning work program ensure: <ul style="list-style-type: none"> ☞ Volunteers are competent to undertake their assign tasks (ie assess if they have the ability and are physically fit enough to do the work safely).
3.	Conduct briefing covering as a minimum type of work to be done and volunteer roles and responsibilities
4.	Instruct volunteers to be polite and professional if required to deal with members of the public
5.	Conduct a Site Safety Survey to ensure that the area where the work is to be undertaken is safe
6.	Make certain: <ul style="list-style-type: none"> ☞ At least one method of communication is available at all times ☞ The volunteer coordinator is on-site at all times.
7.	Display warning signs at entry points to trail where maintenance is being carried out
8.	Place temporary barriers such as parawebbing, where relevant
9.	Regularly look up and around and check the immediate environment for hazards
10.	Ensure that bystanders and others are well clear of area where axe is being used
11.	Maintain good manual handling techniques eg seek assistance when lifting or moving large, heavy or awkward items, cut heavy or awkward branches into easy to handle sizes, make several trips carrying smaller loads rather than one large load, use a wheelbarrow to move multiple items where practicable
12.	Keep access ways free of tools, equipment and other materials
13.	Remain vigilant for the presence of insects, snakes and wildlife
14.	Where possible, rotate work tasks at intervals to manage fatigue and strains to the body
15.	Drink plenty of water and ensure regular rest / stretch breaks are taken
16.	Monitor volunteers for signs of physical fatigue or stress, especially when tasks are arduous

17.	Stop work if wind speed becomes excessive or weather/environmental conditions deteriorate significantly
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6.3 Carry Out Maintenance / Trail Building Works as a Solo Worker

(Volunteer Coordinator, Leaders, Volunteers)

1.	Wear relevant PPE
2.	Only use non-machine hand tools; rakehoe; shovel; long-handled shears and loppers; fern hook; pulaski axe, etc.
3.	Conduct a Site Safety Survey to ensure that the area where the work is to be undertaken is safe
4.	Have at least one method of communication is available at all times
5.	Display warning signs at entry points to trail where maintenance is being carried out
6.	Place temporary barriers such as parawebbing, where relevant
7.	Regularly look up and around and check the immediate environment for hazards
8.	Ensure that bystanders and others are well clear of area where axe is being used
9.	Maintain good manual handling techniques eg seek assistance when lifting or moving large, heavy or awkward items, cut heavy or awkward branches into easy to handle sizes, make several trips carrying smaller loads rather than one large load, use a wheelbarrow to move multiple items where practicable
10.	Keep access ways free of tools, equipment and other materials
11.	Remain vigilant for the presence of insects, snakes and wildlife
12.	Where possible, rotate work tasks at intervals to manage fatigue and strains to the body
13.	Drink plenty of water and ensure regular rest / stretch breaks are taken
14.	Stop work if wind speed becomes excessive or weather/environmental conditions deteriorate significantly

7. Pack Up

(Volunteer Coordinator, Leaders, Volunteers)

1.	Pack up equipment and materials
2.	Remove signage
3.	Conduct review / debrief
4.	Report to supervisor
5.	Report any incidents, hazards or faulty equipment
6.	If working alone; Report work done on https://www.trailforks.com/region/mystic-park/ against the relevant trail. Include photos of work done and description.

8. Alpine Cycling Club General Release from Liability

I, the undersigned, hereby assume full responsibility for any risk or bodily injury, death, or property damage, including to minor children or animal, arising out of or related to the activities engaged in at or the condition of the Mystic Mountain Bike Park and surrounding areas whether caused by the negligence of the Alpine Cycling Club or otherwise.

I acknowledge that outdoor recreational activities can be very dangerous and involve risk of serious injury and/or death and/or property damage.

I agree to be responsible for my own safety. I agree to follow all rules established by the Forest Preserve District concerning my use of any facility while at or on the premises.

For safety reasons, the Alpine Cycling Club has advised me that I should consider purchasing and wearing properly fitted standard safety equipment for my chosen activity. I am not relying on the Alpine Cycling Club or anyone affiliated with them to provide safety gear for me. If I chose not to wear it or provide it for minor children, it is my decision alone and I hereby accept full responsibility for all injuries, death, or property damage.

I agree to indemnify and hold harmless The Alpine Cycling Club from and against any claims (personal injury, property damage, or other claim of any kind), debts, demands, costs, fees, or expenses, including attorney's fees, on the part of any person or persons whomsoever out of, or attributable to, my presence on or use of the property and any of the improvements situated thereon during the period of time I am permitted on the property. I further agree to be responsible for the actions of any of my animals or minor children I have invited on the property.

I understand that this release is as broad and inclusive as permitted by the laws of Victoria

9. Agreement

I have read the above document and agree to follow all of the guidelines as stated above.

Date signed:
Email:
Mobile:
Full Name:
Trailforks username:
Signature: