



ACTIVITY PLAN (SWMS - Safe Work Method Statement)

COMPANY	
ABN	
SITE NAME	
SITE ADDRESS	
ACTIVITY LEADER	
ACTIVITY (or list of activities)	
CLIENT(S) (or School group)	
DATE	

RELEVANT LEGISLATION	<p><u>WHS LEGISLATION</u> (national uniform legislation)</p> <input type="checkbox"/> WHS ACT 2011 (QLD, NSW, SA, NT, etc) <input type="checkbox"/> WHS REGULATION 2011 (QLD, NSW, SA, NT, etc)
RELEVANT AUSTRALIAN / EN STANDARDS	<p>Refer to relevant EN standards. Eg EN 12572 (AS 2316.1) – for artificial climbing structures Eg EN 15567 – for challenge ropes courses</p>
RELEVANT CODES OF PRACTICE	<p>Staff have reviewed the following documents:</p> <input type="checkbox"/> Australian Adventure Activity Standards: https://australianaas.org.au/ <input type="checkbox"/> PACI protocols (download: http://www.paci.com.au/guides.php)
PLANS / DRAWINGS	Refer to attached photos and/or drawings/sketches.

COMPETENCY OF STAFF (details)	<p>Staff skill requirements: List the minimum <u>essential skills</u> that staff must have... if there are any important certificate level qualifications, list those too.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
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<p>PERSON IN CONTROL OF WORKPLACE</p>	<p>Only one staff member is designated as the person in control of the workplace:</p> <p>The following staff member is appointed as the person who has overall responsibility at the site and for the conduct of the activity:</p> <p>_____</p>
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<p>STAFF WHS OBLIGATIONS</p>	<p>All staff conducting the activity must:</p> <table border="1"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Have received a general induction/orientation to company procedures and protocols from employer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Comply with this activity plan / work method statement</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Comply with relevant ACT and REGULATION (eg QLD WHS ACT & REG)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Complete a site induction – staff are familiar with the activity site and how the activities are to be conducted.</td> </tr> </table>	<input type="checkbox"/>	Have received a general induction/orientation to company procedures and protocols from employer	<input type="checkbox"/>	Comply with this activity plan / work method statement	<input type="checkbox"/>	Comply with relevant ACT and REGULATION (eg QLD WHS ACT & REG)	<input type="checkbox"/>	Complete a site induction – staff are familiar with the activity site and how the activities are to be conducted.
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<p>STAFF PPE & REQUIREMENTS</p> <p>For each staff member working near exposed edges on cliffs</p> <p>Note: All staff equipment must be human-rated and conform to relevant standards</p>	<p>Staff conducting the activity must have the following PPE & equipment:</p> <p>Note: All PPE must conform to EN and/or AS standards and be fit for its intended purpose.</p> <p><u>Minimum required staff PPE:</u></p> <table border="1"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Harness</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Helmet</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Belay device Type _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Gloves</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Personal adjustable lanyard (PAL)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> </table> <p><u>Staff personal equipment and ancillary items:</u></p> <table border="1"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Sunglasses (to reduce glare – eg polarized)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Sunscreen</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Hat (soft / wrap around hat)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Suitable clothing and footwear</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Water bottle</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> </table>	<input type="checkbox"/>	Harness	<input type="checkbox"/>	Helmet	<input type="checkbox"/>	Belay device Type _____	<input type="checkbox"/>	Gloves	<input type="checkbox"/>	Personal adjustable lanyard (PAL)	<input type="checkbox"/>	_____	<input type="checkbox"/>	Sunglasses (to reduce glare – eg polarized)	<input type="checkbox"/>	Sunscreen	<input type="checkbox"/>	Hat (soft / wrap around hat)	<input type="checkbox"/>	Suitable clothing and footwear	<input type="checkbox"/>	Water bottle	<input type="checkbox"/>	_____
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<p>PARTICIPANT PPE REQUIREMENTS</p> <p>Note: All participant equipment must be human-rated and conform to relevant standards.</p>	<p>Each participant undertaking the activity must be equipped with:</p> <p>Note: All PPE must conform to EN and/or AS standards and be fit for its intended purpose.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30px;"><input type="checkbox"/></td> <td>Harness</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Helmet</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Gloves (Note: Not required for any climbing activities)</td> </tr> <tr> <td><input type="checkbox"/></td> <td> </td> </tr> </table>	<input type="checkbox"/>	Harness	<input type="checkbox"/>	Helmet	<input type="checkbox"/>	Gloves (Note: Not required for any climbing activities)	<input type="checkbox"/>	
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<p>RESCUE SKILLS</p>	<p>Staff must have the capability to respond and immediately intervene to the following emergencies: (Note: Prevention is better – try not to get into situations that require rescue intervention skills).</p> <p>What are the minimum <u>essential rescue skills (or emergency response skills)</u> that staff must have?</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30px;"><input type="checkbox"/></td> <td>Response to hair entrapment (or clothing entrapment)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Frozen climber (either on a wall or a high element)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Belay errors – imminent risk of a fall</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Client abseiler stuck on a knot/tangle part way down</td> </tr> <tr> <td><input type="checkbox"/></td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td> </td> </tr> </table>	<input type="checkbox"/>	Response to hair entrapment (or clothing entrapment)	<input type="checkbox"/>	Frozen climber (either on a wall or a high element)	<input type="checkbox"/>	Belay errors – imminent risk of a fall	<input type="checkbox"/>	Client abseiler stuck on a knot/tangle part way down	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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<p>FIRST AID</p> <p>And</p> <p>EMERGENCIES</p>	<p>The following person has primary responsibility for first aid and/or emergencies while the client group is at the activity site:</p> <p>_____</p> <p>Vehicle access to the site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Mobile ph coverage at site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>First aid kit at site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Serious injuries will be directed to the relevant State ambulance service – tel 000</p> <p>Minor/trivial matters will be dealt with on site by staff.</p> <p>Any workplace incidents will be reported to WHS authorities according to legislative requirements.</p> <p>Serious injuries requiring hospital treatment must be reported immediately.</p>
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<p>CONTACT PERSON</p>	<p>Site contact person is:</p> <p>Name: _____</p> <p>Mobile ph: _____</p>
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SEQUENCE OF WORK

List the actual sequence of work and/or sequence in which activities will be conducted.

	STEP / PROCEDURE	Key performance indicators	Timings
1	Check and pack all equipment required for the activity.	For group size of: _____ Number of harnesses: _____ Number of helmets: _____ Number of descending / belay devices: _____ Number of abseiling ropes: _____ Number of climbing ropes: _____ Extras?	Complete day prior.
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17			

Site photos

Photos pertaining to any critical procedures for the activity

Staff acknowledgement and confirmation:

Name of staff member #1: _____

I hereby acknowledge that I have read and understood the procedures for conducting adventure based activities at _____ (name of site). I agree to implement these procedures in their entirety and without modification. I understand this agreement constitutes a legally binding contract.

Signature of staff member: _____

Date: _____

.....

Name of staff member #2: _____

I hereby acknowledge that I have read and understood the procedures for conducting adventure based activities at _____ (name of site). I agree to implement these procedures in their entirety and without modification. I understand this agreement constitutes a legally binding contract.

Signature of staff member: _____

Date: _____

...

This Activity Plan was prepared by: _____

Dated: _____

Contact details: _____

APPENDIX

PRE-ACTIVITY BRIEFING (example only)

- [] Welcome and intros
- [] Abseiling activity today
 - ask if anyone has abseiled before
 - 4 abseil ropes are setup – can have 4 people abseiling at same time
 - vertical height?
 - we are aiming to give everybody ____ abseils each
 - no forward facing descents – and we don't want to descend too fast (causes excessive heat build up) – also higher risk and can lose balance
 - we encourage everyone to abseil – but don't have to if you're uncomfortable (challenge by choice)
- [] Water (ensure everyone has water)
Sunscreen (ensure everyone has applied sunscreen)
 - identify suitable shaded waiting area
- [] Wild animals (discuss policy)
 - do not corner or frighten animals
 - leave them alone, and they'll leave you alone
- [] Toilet policy (where are the toilets?)
 - let teacher know where you are going
 - go well clear of walking track
 - if you take off your harness, you need to be re-checked by staff
- [] Cliff edge safety (discuss policy)
 - 2 metre rule applies (do not approach within 2.0m of an exposed edge)
 - no running
- [] Loose rock policy (if loose rock is a risk)
 - The area we are abseiling in is a natural cliff
 - don't throw rocks
 - shout 'rock' if accidental dislodgement of rocks
 - anyone below to take evasive action by making close contact with cliff – rocks tend to bounce outwards (hug cliff)
- [] Rubbish / litter policy
 - We ask that you all respect the environment
 - Please carry out all litter with you (if you can carry it in you can carry it out)
- [] Helmets – Once you fit your helmets, we ask that you leave them on – don't take them off

- Long hair policy
 - Please tie long hair back – can get caught up in abseil devices (no hair in front of face)
- Equipment
 - Please respect the equipment you are given – it's for your safety and enjoyment
 - Please don't drop anything – in the unlikely event equipment is dropped, please bring it to the attention of staff so we can check it.
 - Don't step on ropes (also take care not trip over ropes)
- Other user groups in the area
 - Today, we are the only school group using the area
 - However, always be alert for other climbers who may be below us (don't throw stones)
- Please follow staff instructions and respect our advice
 - We want everyone to have a great time
- Shorty, we'll be fitting our harnesses and equipment
- Once we have fitted harnesses, we'll be walking for a distance of about 300m down a rough access track – no running.
- Are there any questions?

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POST ACTIVITY DE-BRIEFING

- Thank everyone for their participation
- Ask if everyone enjoyed activity
- Remind litter and personal belongings
- Remind to follow track
- Thank teachers (check that everyone is accounted for)