



ACTIVITY PLAN (SWMS - Safe Work Method Statement)

Refer to risk assessment for specific details of how hazards and risks will be controlled.

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

RELEVANT LEGISLATION	WHS LEGISLATION (national uniform legislation) <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	Refer to relevant EN standards. Eg EN 12572 (AS 2316.1) – for artificial climbing structures Eg EN 15567 – for challenge ropes courses
RELEVANT CODES OF PRACTICE	<u>Staff have reviewed the following documents:</u> <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)	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. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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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>Phone contact: </p>
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<p>STAFF WHS OBLIGATIONS</p>	<p>All staff conducting the activity must:</p> <table border="1" style="width: 100%;"> <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" style="width: 100%;"> <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) – personal safety line</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td><div style="border: 1px solid black; height: 15px;"></div></td></tr> </table> <p><u>Staff personal equipment and ancillary items:</u></p> <table border="1" style="width: 100%;"> <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><div style="border: 1px solid black; height: 15px;"></div></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) – personal safety line	<input type="checkbox"/>	<div style="border: 1px solid black; height: 15px;"></div>	<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"/>	<div style="border: 1px solid black; height: 15px;"></div>
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PARTICIPANT PPE REQUIREMENTS Note: All participant equipment must be human-rated and conform to relevant standards.	Each participant undertaking the activity must be equipped with: Note: All PPE must conform to EN and/or AS standards and be fit for its intended purpose.	
	<input type="checkbox"/>	Harness
	<input type="checkbox"/>	Helmet
	<input type="checkbox"/>	Gloves (Note: Not required for any climbing activities)
	<input type="checkbox"/>	

RESCUE SKILLS	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). What are the minimum <u>essential rescue skills (or emergency response skills)</u> that staff must have?	
	<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"/>	

FIRST AID And EMERGENCIES	The following person has primary responsibility for first aid and/or emergencies while the client group is at the activity site: <hr/>	
	Vehicle access to the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Mobile ph coverage at site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	First aid kit at site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Serious injuries will be directed to the relevant State ambulance service – tel 000 (cell phone towers allow all mobile phones to make emergency calls) Minor/trivial matters will be dealt with on site by staff. Any workplace incidents will be reported to WHS authorities according to legislative requirements. Serious injuries requiring hospital treatment must be reported immediately.	

WEATHER (not relevant for indoor activities) Note: Indoor environments should have fans and/or air conditioning.	Weather report and radar checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Will heat/sun be a factor in how activities are scheduled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is there a shaded/sheltered area for students to rest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is there a cancellation policy if rain or unsuitable conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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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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
- [] Shortly, 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?

...

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)