

**BMX NEW ZEALAND**

# HEALTH & SAFETY



<b>TITLE:</b>	<b>BMX-NZ Risk Management Plan – Club Construction/Maintenance/Working Bees</b>	
<b>PURPOSE:</b>	To list all hazards BMX Club's must manage during working bees at their track and facilities, both real and potential, determine their hazard rating and provide a means to control each of those hazards. It covers BMX Club members, associates, hired and volunteer contractors and the general public.	
<b>RELATED DOCUMENTS:</b>	Rider Event Entry (Declaration) forms BMXNZ Code of Conduct for Riders BMXNZ Code of Conduct for Parents/Guardians BMXNZ Accident/Incident/Near Miss register BMXNZ Corrective and Preventative Action Form (CAPA) (Includes Incident form and track sign off Form)	BMXNZ Hazard register CNZ Child Protection Policy – 2015 01 First Aid Supplier Injury/Treatment Report BMXNZ Emergency Response Form BMXNZ Rule Book (Latest version)

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
SAFETY FOR THE GENERAL PUBLIC							
1	Riding a bike on the track	<ul style="list-style-type: none"><li>• Machinery on the track</li><li>• Workers on the track</li><li>• Tools and equipment on the track.</li></ul>	H	<ul style="list-style-type: none"><li>• For major reconstruction work the track is to be fully fenced off.</li><li>• During moderate track work, the track to be closed with adequate signage and barriers to keep riders and public off the track.</li><li>• When working on a single section of the track, other sections may be available for riders and public use, as long as work area is isolated from accidental entry for riders or public. Signs and barriers to be used.</li><li>• Track closed signage to reflect areas of track closed off to anyone who is at risk.</li></ul>	Minimised	Before any plant, equipment or machinery enters the track area and any work has started	Club Track Manager /H&S Officer

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
			H	<ul style="list-style-type: none"> <li>• Test riding by required club rider(s), can only be carried out within construction zones, once a hazard check shows there are no hazards in that zone that wouldn't normally be on the race track under "open" conditions.</li> </ul>	Minimised		Club Track Manager /H&S Officer
2	Operating Equipment on Track	Operating power tools that in an industrial situation require a qualified operator to operate, such as compactor, chain saw, auger etc.	H	<ul style="list-style-type: none"> <li>• Use fully qualified person if available.</li> <li>• Minimum requirement, an experienced competent person.</li> <li>• Hire a certified contractor for specialised equipment.</li> <li>• Use appropriate PPE (personal protective equipment) gloves, safety glasses, hearing protection, hard hat, dust mask, as appropriate for equipment in use.</li> </ul>	Minimised	Prior to starting work	Club Track Manager /H&S Officer
		Operating vehicles and heavier machinery such as motor vehicles, loaders, excavators, quad bikes, motorised rollers etc.	H	<ul style="list-style-type: none"> <li>• Use fully qualified person if available.</li> <li>• Minimum requirement, an experienced competent person.</li> <li>• Hire a certified contractor for specialised equipment.</li> <li>• No unlicensed drivers to operate any vehicles.</li> <li>• Use appropriate PPE (Personal Protective Equipment) gloves, safety glasses, hearing protection, hard hat, dust mask, as appropriate for equipment in use.</li> </ul>	Minimised	Prior to starting work	Club Track Manager /H&S Officer
		Working in close proximity to power tools and heavy equipment	H	<ul style="list-style-type: none"> <li>• Use appropriate PPE, gloves, safety glasses, hearing protection, hard hat, dust mask, as appropriate for equipment in use.</li> <li>• Use approved methods for heavy lifting.</li> </ul>	Minimised	Prior to starting work	Club Track Manager /H&S Officer
3	Chemical Handling	Weed spray (irritant/poison)	L	<ul style="list-style-type: none"> <li>• Follow weed spray manufacturers application instructions</li> <li>• Use appropriate PPE as per manufacturers recommendations, with a minimum of rubber gloves,</li> </ul>	Minimised	Prior to starting work	Club Track Manager /H&S Officer

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
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				safety glasses and dust mask. • For further safety precautions, read manufacturers MSDS (Material Safety Data Sheet) • Do not spray in windy conditions • Close track while spraying if using sprays more toxic than Round Up or equivalent. • Watch footing when walking over track features with a back pack spray unit			
		Applying lime to track surface Hydrated Lime (Calcium Hydroxide) can cause severe burns	<b>M</b>	• Avoid lime dust when loading or unloading • Wear dust masks, safety glasses and rubber gloves • Avoid any skin contact • For further safety precautions, read MSDS for Hydrated Lime / Calcium Hydroxide. Download MSDS from: <a href="http://www.onlime.co.nz/media/34807/mcd_hydrated_lime.pdf">http://www.onlime.co.nz/media/34807/mcd_hydrated_lime.pdf</a>	Minimised	Prior to starting work	Club Track Manager /H&S Officer
		Handling Concrete (as per lime)		• Avoid cement dust when shovelling • Wear dust masks, safety glasses and rubber gloves • Avoid any skin contact	Minimised	Prior to starting work	Club Track Manager /H&S Officer
<b>4</b>	Digging Below Ground Surface Level	Striking utility services, such as power lines, water lines, irrigation lines, sewer lines.	<b>M</b>	• A service location process must be completed if there is any doubt where these services are. Striking a cable can be fatal, striking underground services can be costly • Have a “spotter” when working close to underground services.	Minimised	Prior to starting work	Club Track Manager /H&S Officer
<b>5</b>	Working Below Overhead Services	Striking power lines	<b>C</b>	• Overhead lines must be identified and marked with a highlighted ‘safe line’. • Have a “spotter” when working close to overhead wires • Keep well away from overhead lines	Minimised	Prior to starting work	Club Track Manager /H&S Officer

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
6	Ending a Working Bee	Equipment left on site	M	<ul style="list-style-type: none"> <li>No hand tools, power tools or small pieces of equipment to be left out. All must be locked in store sheds or taken off site.</li> <li>Any heavy equipment left on site must be secured and left behind barriers or construction gates</li> </ul>	Minimised	Before signing off track	Club Track Manager /H&S Officer
		Unfinished track work that is not rideable	M	<ul style="list-style-type: none"> <li>Fence off and put signs up for any parts of the track that are unsafe for casual (low skill level) riders to use.</li> <li>If all or a significant portion of the track is unsafe, the entire track is to be off limits to all riders, fencing and signs are to be used.</li> </ul>	Minimised	Before signing off track	Club Track Manager /H&S Officer
		Any new hazard that has been created by the current working bee	M	<ul style="list-style-type: none"> <li>Carry out a hazard ID walk round the track prior to signing off on the track work.</li> <li>Any new hazards must be minimised or Eliminated, and documented.</li> <li>Use CAPA/ Track inspection section to identify and manage any new hazards.</li> </ul>	Minimised	Before signing off track	Club Track Manager and Club secretary
		New feature or design created on track		<ul style="list-style-type: none"> <li>Any new or modified track features must be communicated to club members immediately following the completion of work, prior to any further club fixtures.</li> </ul>	Minimised	Before signing off track	Club Track Manager /H&S Officer
7	Track Hygiene	Rubbish and Public toilets, if Club responsibility.	L	<ul style="list-style-type: none"> <li>Ensure these are left in a clean and useable condition.</li> </ul>	Minimised	Before signing off track	Club Track Manager /H&S Officer
<b>INCIDENT REPORTING</b>							
8	Notifiable Accident	Serious Harm Accident/incident		<ul style="list-style-type: none"> <li>If death occurs the <b>Emergency Response</b> is to ring EO BMX-NZ <b>Dion Ernest 0212707199</b> or <a href="mailto:dion@bmxnz.co.nz">dion@bmxnz.co.nz</a></li> <li>WorkSafe to be notified</li> <li>Complete appropriate accident/incident forms</li> </ul>		After accident	BMX-NZ EO Board Chair
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDE</b>							

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
If it make a loud noise				Use hearing protection, ear muffs or ear plugs.			
If it creates dust or sparks				Use eye protection, safety glasses or full face shield. Use a dust mask to cover your airways.			
If it would hurt if it fell on, or could bump your head				Wear a hard hat.			
If it can irritate or otherwise harm your skin				Wear suitable gloves and long sleeves and long pants if required			
If you could fall more than 1.5m				Use a harness and tie it to something that won't move. Or build a safety barrier.			

## Risk Management Notes to accompany RAMS Form

Risk management is a clear, documented process to identify risk, set an acceptable level for risk and take steps to minimise risk.

The purpose of this Risk Management Plan is primarily to ensure members of the general public, are safe while taking part in casual use of the BMX track facilities. Also that club members are safe during construction and maintenance work and are aware of any changes to the track that may catch them unawares.

### The Eight Steps to Risk Management

1. Identify the scope and stakeholders
2. Identify the risks and their likely causes
3. Identify controls for each risk
4. Perform a risk analysis
5. Evaluate the risks
6. Write a risk management plan
7. Implement and communicate the risk management plan
8. Monitor and review

### 1. Identify Stakeholders

These are the people impacted upon by your events:

- BMX-NZ Affiliated Club.
- UCI, Cycling-NZ and BMX-NZ
- Spectators and general public
- Local community
- Sponsors
- Local authorities

- Venue/facility owners

## **2. Identify the Risks - 'what can go wrong and how can it happen'**

Link this step to the people you have identified above and then ask the questions:

- What is the probability of the identified risk causing harm?
- What legal obligations could we risk breaching?

Once you have a list of risks work out what might cause these risks to happen. Consider who holds responsibility for identifying the specific risks.

## **3. Identify control measures for each risk: Hierarchy of controls;**

Once the hazards are identified, you need to decide whether to continue with the activity.

If you are to continue, then you need to manage each hazard. The law requires you to manage or mitigate (to make less severe) each hazard using a hierarchy of controls. This means that you need to consider in order whether you can:

1. Eliminate the hazard.
2. Isolate the hazard, (under the present legislation, this is a form of minimization, as the Hazard still exists.)
3. Minimise the hazard.

Eliminating all hazards in the outdoors is unlikely and would often defeat the purpose of the activity anyway. For example, would BMX Racing be the same if there was no risk at all?

Often you need to step down your controls from elimination to isolation or to minimisation, e.g. it may be difficult to totally eliminate the possibility of a rider falling off their bike, however the impact of this activity can be minimised through the correct use of clothing and protective equipment, training, plus track and race rules.

Although the hazard may still exist, the probability of this hazard causing harm is minimised. These controls or management measures will normally be entered alongside the identified hazards on a risk management form.

However, if the hazards are too great to manage at an acceptable level, it may be necessary to modify the track facilities or make changes to bring hazards to manageable levels.

## **4. Perform a Risk Analysis;**

You've identified the risks and how to manage them, now you need to work out how likely the risks are to become reality and the likely impact if they did.

- What risk management is in place?

- How often does/will each incident happen?
- What would the outcome be if the risk happened?

## 5. Evaluate the risks.

### Likelihood of Risk;

This is not an exact science and can change depending upon changes in weather, environmental conditions etc.

- Probable** – the risk has a 90%+ likelihood of happening
- Possible** – the risk incident has a 30-69% likelihood of happening
- Very Unlikely** – the risk has less than a 5% likelihood of happening
- Very likely** – the risk incident has a 70-89% likelihood of occurrence
- Unlikely** – the risk has a 5-29% likelihood of happening

### Degree of Harm (Impact of Risk);

- Extreme** – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks.
- Serious** – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care.
- Moderate** – Dislocation/simple fractures of ribs/limbs, medical assistance on site/hospital/GP, participant does not continue event, recovery of 1-6 wks.
- Minor** – Contusions, sprains, lacerations, minor first aid, and affected person is not significantly impaired, less than 1 week's recovery.
- Property Only** – Bruises, grazes, but affected person is able to continue riding, no recovery time or medical assistance.

HAZARD RATING MATRIX						
		LIKELIHOOD				
		PROBABLE	VERY LIKELY	POSSIBLE	UNLIKELY	VERY UNLIKELY
HARM	EXTREME	CRITICAL	CRITICAL	CRITICAL	CRITICAL	HIGH
	SERIOUS	CRITICAL	CRITICAL	CRITICAL	HIGH	HIGH
	MODERATE	CRITICAL	CRITICAL	HIGH	HIGH	HIGH
	MINOR	HIGH	HIGH	MEDIUM	MEDIUM	LOW
	PROPERTY ONLY	MEDIUM	MEDIUM	LOW	LOW	LOW

### Overall Risk Level

Use the above risk matrix to determine the overall level of risk for each hazard. Plot the likelihood and the Degree of Harm and identify where they intersect.

- Red = critical risk
- Orange = high risk
- Yellow = moderate risk
- White = low risk

If there are a high proportion of critical risk levels, then revisit your controls and re-assess to see if there are other ways to minimise risk.

**6. Risk Management Plan (written) should now be complete.**

**7. Implement and Communicate the Risk Management Plan;**

The greater the information and awareness of risks involved in a particular activity; then the greater the likelihood those risks will be minimised. Communicate clearly . All people using the facilities should be made aware of the risks involved.

**8. Monitor and Review**

The Risk analysis is a live document that is reviewed and updated regularly: – changes in weather, environment, changes to the track and facilities etc., can all have an impact on the levels of risk. Review any incidents, and make appropriate changes as required.

**All RMPs are to be reviewed every six months, and when other hazards are identified for management.**

VERSION	DATE	PERSON REVIEWING	REVIEW NOTES
Draft	2016 11 01	SJ Adair	
1	2016 11 02	SJ Adair	Final version completed during H&S workshop 1-3 November 2016.

Signature of Risk Management Plan Assessor	Signature of Cycling New Zealand Management (for approval)
Print Name	Print Name
Date	Date