



ACTIVITY PLAN (Work Method Statement) – Exemplar tool

For abseiling activities at [insert locality and name of abseil site].

This activity plan is to be read in conjunction with the risk assessment.

COMPANY	[insert your company / business name]
ABN	[insert your ABN number – if applicable]
SITE ADDRESS	[insert location of site]
PROJECT LEADER	[insert your employers name]
PROJECT	[insert the name of the overall outdoor program – if applicable]
JOB	Provide abseiling activities as part of school camp
DATE	[insert date]

RELEVANT LEGISLATION	<input type="checkbox"/> Your State / Territory ACT <input type="checkbox"/> Your State / Territory REGULATION
RELEVANT AUSTRALIAN STANDARDS	None exist (AS 1891.4 is an industrial standard)
RELEVANT CODES OF PRACTICE	Adventure Activity Standards (where they exist in Australia)
PLANS / DRAWINGS	Refer to photos

COMPETENCY OF STAFF	<p>Staff skill requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be a current PACI qualified abseil leader or equivalent <input type="checkbox"/> be competent in using PPE relevant to working on cliffs and in proximity to exposed edges <input type="checkbox"/> be competent in using a personal safety line <input type="checkbox"/> be able to setup and deploy abseil ropes required for the conduct of the activity <input type="checkbox"/> be able to check own PPE to ensure fitness for use <input type="checkbox"/> be able to fit and check participant PPE to ensure security and fitness for use <input type="checkbox"/> be able to coordinate work efforts with other staff members <input type="checkbox"/> be able to operate a top-managed belay system for safeguarding participants against falls from height <input type="checkbox"/> be able to manage and control participant entry to the abseil ropes <input type="checkbox"/> be able to ensure participant attachment hardware is securely attached and stable <input type="checkbox"/> be able to maintain housekeeping to avoid rope entanglements and trip/snag hazards (ie rope management) <input type="checkbox"/> be able to perform ABCDE safety checks consistently and diligently to confirm immediate readiness of PPE for abseil descent <input type="checkbox"/> be able provide positive social interaction with participants <input type="checkbox"/> be able to recognise and intervene in off-nominal circumstances to prevent loss of control and/or injuries
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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><input type="checkbox"/> The following staff member is appointed as the person who has overall responsibility for the conduct of the activity:</p> <p>[insert staff member name here]</p>
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<p>STAFF OHS OBLIGATIONS</p>	<p>Staff conducting the abseiling activity must:</p> <p><input type="checkbox"/> Have received a general induction/orientation to company procedures and protocols from employer</p> <p><input type="checkbox"/> Comply with this work method statement</p> <p><input type="checkbox"/> Comply with relevant ACT and REGULATION (eg QLD WHS ACT & REG)</p>
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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 abseiling activity must have the following PPE & equipment:</p> <p><input type="checkbox"/> Harness</p> <p><input type="checkbox"/> Helmet</p> <p><input type="checkbox"/> Accessory cord (6-8mm diameter)</p> <p><input type="checkbox"/> Gloves</p> <p><input type="checkbox"/> Sun protection (eg sunscreen)</p> <p><input type="checkbox"/> Hat</p> <p><input type="checkbox"/> Eye wear (sunglasses)</p> <p><input type="checkbox"/> Suitable clothing for local climatic conditions</p> <p><input type="checkbox"/> Staff Safety/restraint lines (Prusik cord / Purcells or kernmantel rope as appropriate – adjustable to allow staff mobility back and forth from edge)</p> <p><input type="checkbox"/> Backpacks / carry bags (to transport equipment)</p> <p><input type="checkbox"/> Edge protectors (to protect ropes from abrasion damage)</p> <p><input type="checkbox"/> Belay devices(one per abseil rope)</p> <p><input type="checkbox"/> Belay ropes (for top belay management safety system)</p> <p><input type="checkbox"/> Descending devices (Qty – sufficient for activity)</p> <p><input type="checkbox"/> Locking carabiners (Qty – sufficient for activity)</p> <p><input type="checkbox"/> Abseil ropes - Human-rated 11mm diameter synthetic kernmantel abseil rope of sufficient length to reach secure ground (to setup at least 2 abseil points)</p>
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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 must be equipped with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harness <input type="checkbox"/> Helmet <input type="checkbox"/> Gloves (ensure reasonable fit – cut thumb + 1st two fingers off to improve fit where necessary) <input type="checkbox"/> Locking carabiner <input type="checkbox"/> Descending device [insert name of preferred device here]
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<p>RESCUE REQUIREMENTS</p>	<p>Staff must have the capability to respond and immediately intervene to the following emergencies: (Prevention measures are required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hair caught in abseil device <input type="checkbox"/> Clothing caught in abseil device <input type="checkbox"/> Excessive descent speed <input type="checkbox"/> Participant wanders too close to exposed edge <input type="checkbox"/> Loose rock triggered <input type="checkbox"/> Loss of balance <input type="checkbox"/> Fear and hesitancy <p>Note: Provide information on mobile telephone coverage at site.</p>
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<p>SCHOOL CONTACT PERSON</p>	<p>[insert name of relevant contact person]</p> <hr/> <p>[insert location of contact person]</p>
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SEQUENCE OF WORK

[] Abseiling activities at [insert location]

	PROCEDURE	Key performance indicators	Timings
1	Check and pack all equipment required for the activity	[] for group size of [insert No.] [] fully adjustable harnesses	Complete day prior
2	Vehicle travel to site	[] Observer road laws [] Drive to conditions	Arrive at site at least 1 hr prior to activity
3	Mark access track from car park to abseil site	[] One access track only [] Easy to follow [] Use high viz flagging tape	Complete prior to activity
4	Install hand line / access rope	[] Must enable easy access up side of boulder [] Tie series of butterfly knots in rope [] Refer to photo p5	Complete before participants arrive
5	Setup & deploy abseil ropes	[] Use bolts [] Confirm ropes reach ground [] Install rope protectors [] Setup per photo p6	Complete before participants arrive
6	Setup client management system	Install top belay system [] Setup per photo p7	Complete before participants arrive
7*	Participants arrive	Indicate direction to walk to top of boulder	As per schedules arrival time
8	Pre-activity briefing	Refer to appendix	Delivered on site at top of abseil boulder
9	Distribute & fit client PPE	[] Fit harnesses [] Fit helmets [] Issue gloves	Efficient use of time
10	Abseiling activities commence	[] 2 participants simultaneous descents [] Follow procedures [] Attach belay rope per p8 [] ABCDE checks [] Use rope protectors (refer p9)	Aim to give each participant at least 2 abseil descents – more if spare time available
11	Post activity debrief	Refer to appendix	Delivered on site at top of abseil boulder
12	Check area for litter and/or personal items left behind (includes company equipment)	[] Area clean and tidy [] No litter [] No personal effects left behind [] All company equipment accounted for	Efficient use of time
13	Repeat from serial #7	Repeat	Repeat
14	Depart site	Area clear and tidy	Do not finish before contracted timings

* Sequence repeats with arrival of each new group

LOCALITY – [insert name of abseil site here...]

The abseil site is approximately [insert time frame here] drive time from [insert name of nearest major town here] and is situated on private property (permission required). There are numerous granite boulders in the area.

There is no defined car park, however vehicles can be parked on the shoulder of the road in the vicinity of the gate.

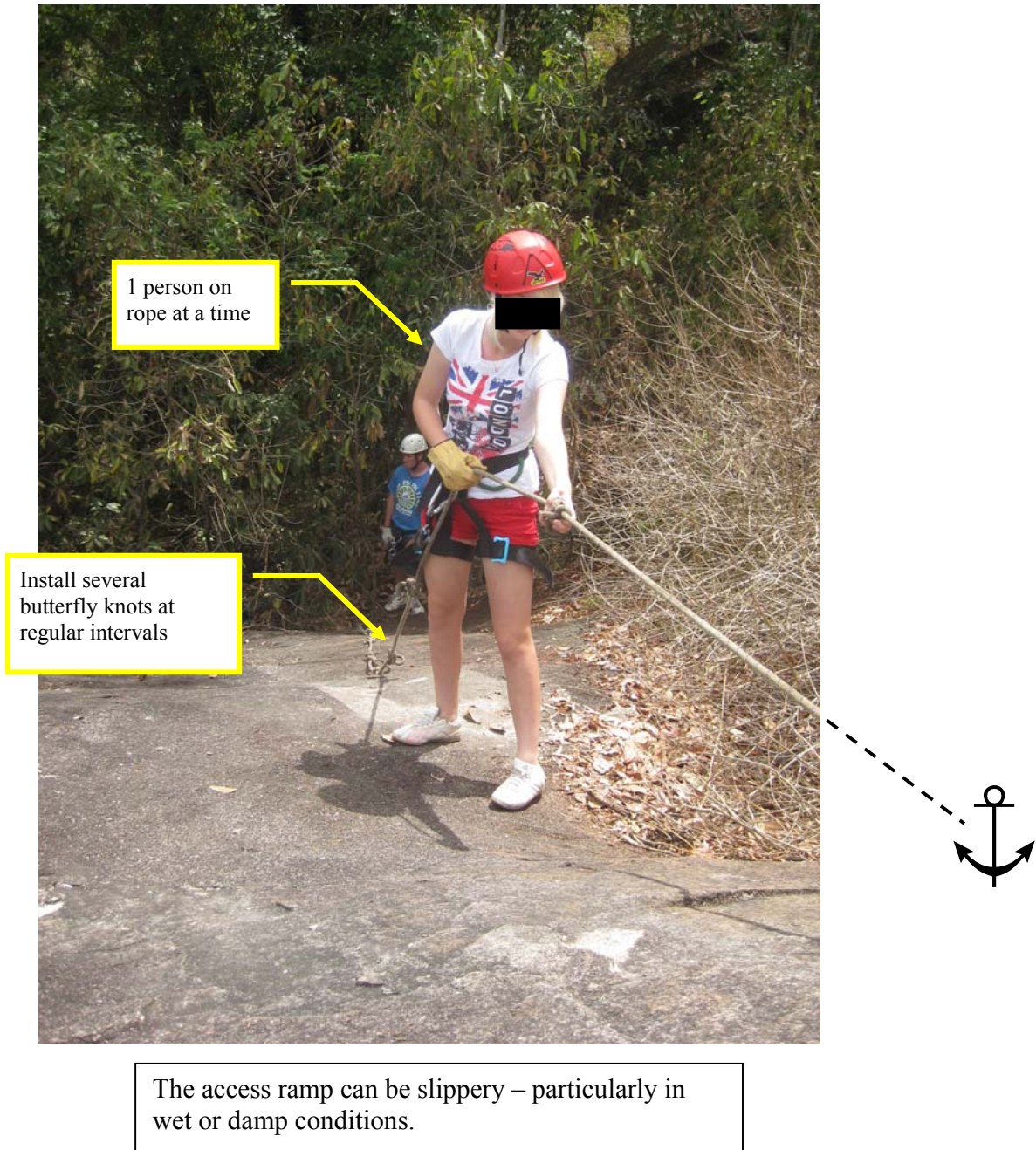


Abseil ropes deployed on this side of boulder:
[] Height = 12 – 15m



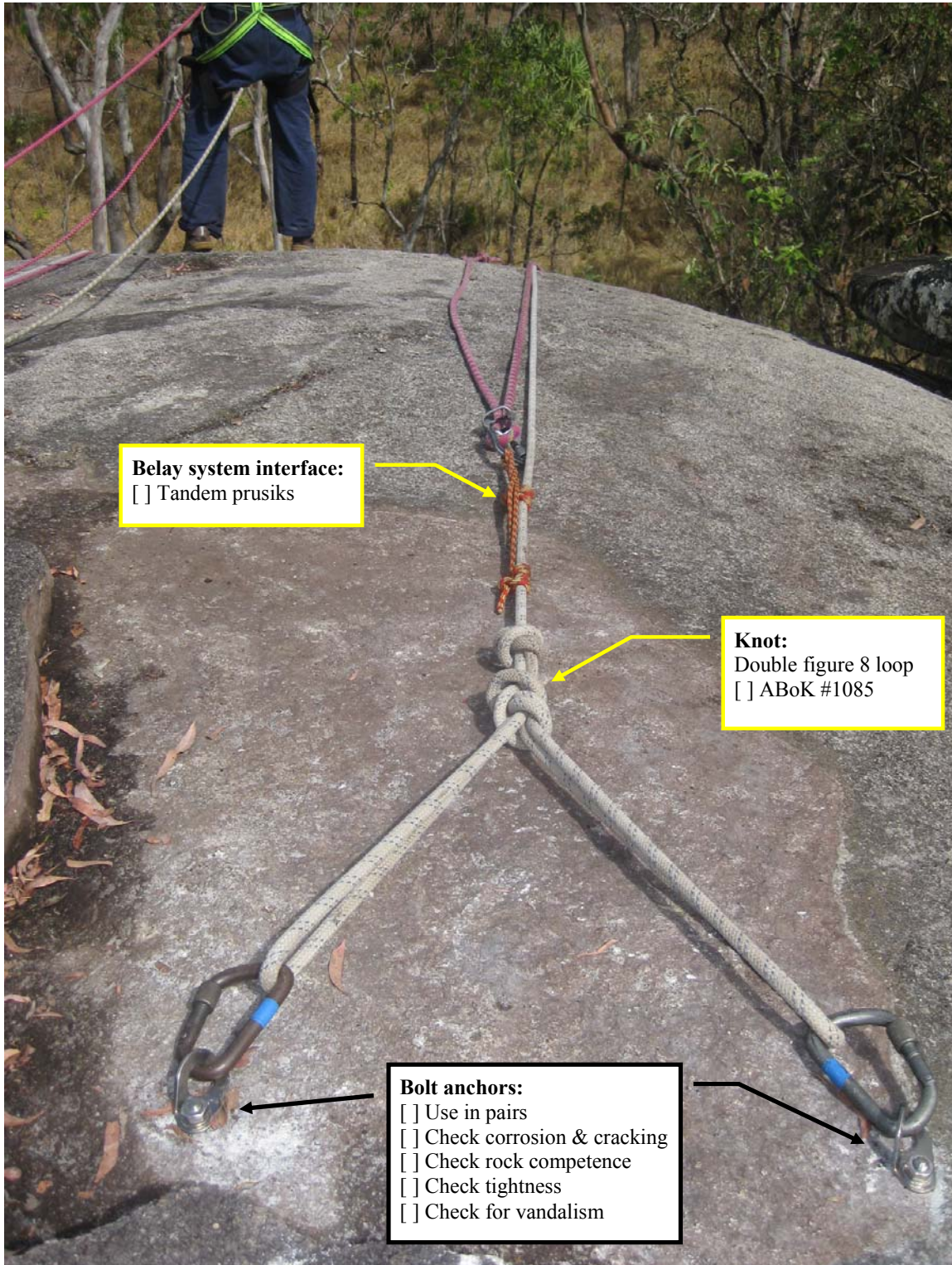
INSTALLATION OF ACCESS ROPE

There is no simple direct foot access to the top of the abseiling boulder. A ‘hand-line’ must be installed to enable participant access. This rope must be securely anchored and have several butterfly knots tied at regular intervals. Only one (1) person is permitted to use the access rope at any time.



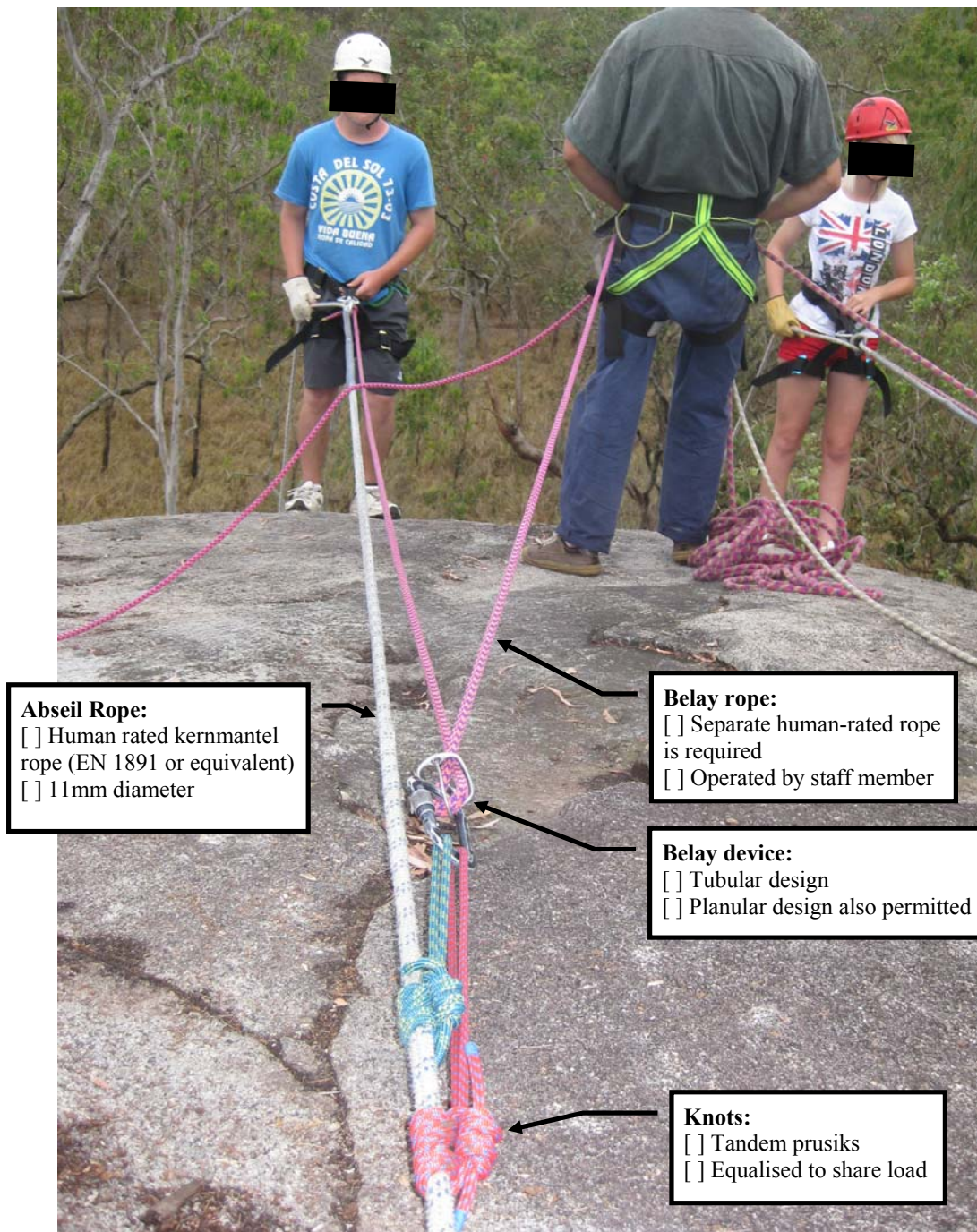
ANCHORAGE - Detail

Staff are required to setup anchors and deploy ropes according to this procedure.



CLIENT MANAGEMENT SYSTEM – Detail

Staff are required to setup and operate the management system in accordance with these procedures.

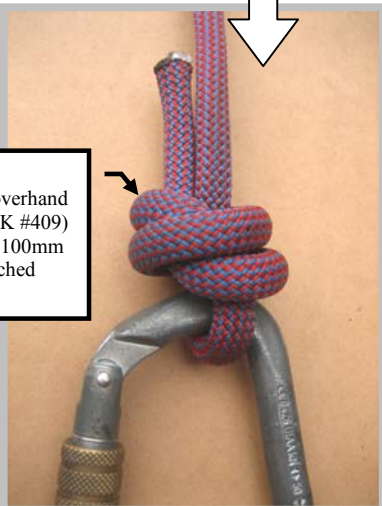
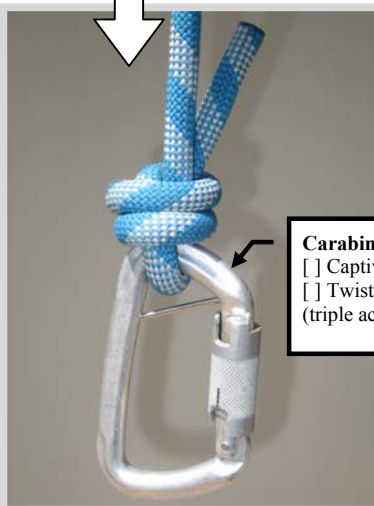
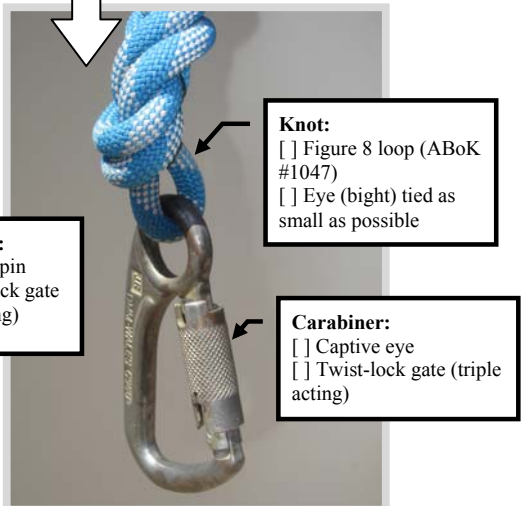


BELAY ROPE ATTACHMENT METHOD – SECURE AND STABLE

A secure and stable belay rope attachment method is critical. PACI protocols require the connector to be resistant to misalignment caused by cyclic loading events. The following attachment methods are permitted:



ATTACHMENT INTERFACE

 <p>Knot: <input type="checkbox"/> Double overhand noose (ABoK #409) <input type="checkbox"/> Tail min 100mm <input type="checkbox"/> Knot cinched tight</p>	 <p>Carabiner: <input type="checkbox"/> Captive pin <input type="checkbox"/> Twist-lock gate (triple acting)</p>	 <p>Knot: <input type="checkbox"/> Figure 8 loop (ABoK #1047) <input type="checkbox"/> Eye (bight) tied as small as possible</p> <p>Carabiner: <input type="checkbox"/> Captive eye <input type="checkbox"/> Twist-lock gate (triple acting)</p>
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EDGE MANAGEMENT (Rope protectors)

Abseil ropes can be progressively damaged through contact with abrasive surfaces. PACI protocols require staff to implement control measures to prevent damage to ropes.

In some cases, carpet/matting can be used instead of sleeve type protectors – and this will provide protection to both the fixed abseil rope and the moving belay rope.



Sleeve type protector:
This type of protector is easy to transport and is lightweight. It is also simple to use.

Belay rope:
Because the belay rope slides, it is not practicable to fit sleeve type edge protectors. Carpet matting would be necessary to protect the belay rope.

Staff acknowledgement and confirmation:

Name of staff member #1: _____ (print name)

Date: _____

I hereby acknowledge that I have read and understood the procedures for conducting abseiling activities at the [insert name of site here]. 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: _____

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Name of staff member #2: _____ (print name)

Date: _____

I hereby acknowledge that I have read and understood the procedures for conducting abseiling activities at the [insert name of site here]. 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: _____

Activity Plan prepared by: [insert name]

Date: [insert date]

Contact details: [insert details]

APPENDIX

Note: Briefing content and sequence will vary – sample only (tailor content and technical information to suit audience)

PRE-ACTIVITY BRIEFING [insert name of abseil site here.....]

- [] Welcome and intros
- [] Abseiling activity today
 - ask if anyone has abseiled before
 - 2 abseil ropes are setup – can have 2 people abseiling at same time
 - approximately 15m height
 - we are aiming to give everybody 2 abseils each
 - no forward facing descents – and we don't want to descend too fast (causes excessive heat build up)
 - 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
 - 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
 - no running
- [] Loose rock policy
 - 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
- [] 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 people who may be bush-walking in the area
- [] 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
- [] Please remember that we want only one person at a time on the access rope to get back to the top of this boulder
- [] 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 only one (1) person on access rope at a time – don't run
- [] Remind to follow track
- [] Thank teachers (check that everyone is accounted for)