

Township of Greater Madawaska – Trail Advisory Committee

Trail Maintenance Guideline

2016-09-04

Contents

- 1. INTRODUCTION 2
- 1.1. TAC BACKGROUND..... 2
- 1.2. ROLE OF THE TAC..... 2
- 2. TRAIL INSPECTION 3
- 3. TRAIL MAINTENANCE 3
- 4. HEALTH & SAFETY (H&S)..... 4
- 4.1. PERSONAL PROTECTION EQUIPMENT (PPE) 4
- 4.1.1. HEAD PROTECTION..... 4
- 4.1.2. EYE PROTECTION 4
- 4.1.3. HEARING PROTECTION..... 4
- 4.1.4. FOOT PROTECTION..... 5
- 4.1.5. CLOTHING 5
- 4.1.6. BUDDY SYSTEM 5
- 5. TREE MANAGEMENT 5
- 5.1. TRIMMING AND BRUSHING..... 5
- 5.2. CHAIN SAW OPERATION 5
- SCHEDULE 1: TAC - TRAIL INSPECTION FORM 6
- SCHEDULE 2: FIELD LEVEL HAZARD ASSESSMENT
- SCHEDULE 3: FIRST AID KIT INSPECTION

1. Introduction

This guideline is to provide direction for the Trail Advisory Committee (TAC) volunteers when planning, reporting and undertaking maintenance needs. The focus will be on ensuring volunteer and user safety through work planning and inspection.

The guideline will be based on already available information from groups throughout North America. These groups include:

- Provincial trail network groups such as Bruce Grey Trail Network, Bruce Grey Conservancy, Hike Ontario, and Ontario Trail Council;
- International Mountain Bike Association and local affiliated cycling clubs (Ottawa Mountain Bike Club, Peterborough Cycling Club and Durham Mountain Biking Association).

1.1. TAC Background

The Corporation of the Township of Greater Madawaska (Municipality or TGM) had established, under the Economic Development Committee, a TAC which was charged with developing a trails network. Presently, there exist formally and informally various entities in TGM (unaffiliated with TGM) who promote ATVing, snowmobiling, cross country skiing, mountain biking, hiking etc. It is reasonable and prudent to investigate if some cooperation and maximizing of efforts and resources can better serve the public who use the trails regardless of mode of use.

1.2. Role of the TAC

The following are the activities and responsibilities of TAC:

- Advise Council on strategy, policies and procedures to achieve Council's goals with respect to trails
- Recommend trail development, planning, management and operations regarding (but not limited to) maintenance, permitting, monitoring, promotion, enforcement, education and funding opportunities
- Assist in the monitoring of trail issues and conditions
- Develop and coordinate volunteer trail maintenance efforts
- Bring together expert resources, agencies and community interests to provide assistance in the form of review and guidance to TGM for planning, development and management of trails within TGM
- Assist in securing funding for special trails projects and capital development
- Review the County of Renfrew Trails Report and other governmental reports and programs relative to trails and advise Council of any impacts for TGM
- Develop and promote public education programs on issues relating to trails; e.g. trail etiquette, trail rules and regulations
- Prepare, prior to October of each year, a projected budget and work program for the succeeding year during the budget presentation process.

2. Trail Inspection

Inspection of the trails should be completed whenever possible to ensure the condition of the TGM trail network remains in a good condition. Whenever a member of the TAC inspects a trail, a trail inspection form should be completed to document the trail condition. The trail inspection forms can be found in Schedule 1. Issues that are identified through trail inspections will be used to guide periodic maintenance throughout the year as well as act as the basis for development of the yearly work program and projected budget for the following year. Any work that needs immediate attention will be completed by the TAC members or notified to the TGM for action if cannot be remedied by the TAC members.

3. Trail Maintenance

All issues identified through inspection by members of the TAC or general public will either be remedied by the TAC members or the TGM employees or contractors. The intent of this guide line is to outline what work can be completed by the TAC members and the minimum requirements to do it safely. The TAC will only complete maintenance activities that are outlined in this guideline.

Work will either be completed in planned work days for projects that have been outlined in the TAC work program and approved by the TGM council, or in small periodic maintenance. All workers completing work on behalf of the TAC must be registered as TGM volunteers and must have read and understood this guideline. Any questions regarding the guideline should be asked before work is undertaken.

All trail repairs and maintenance should be done in accordance with known trail building techniques from local and international associations. Techniques for building sustainable trails can be found in but not limited to the following links:

- Trail Building and Design from International Mountain Bike Association Canada
 - <http://www.imbacanada.com/resources/trail-building>
- Key Elements of Risk Management from Hike Ontario
 - <http://hikeontario.com/wp-content/uploads/2014/07/Key-Elements-of-Risk-Management-2013.pdf>
- Trail Building Tool Kit from Bruce Grey Trail Network
 - http://www.brucecountytrails.com/downloads/kit-complete_toolkit.pdf?phpMyAdmin=63Xh8p8IMblK5PrBAC8oXjXKlza

4. Health & Safety (H&S)

Maintaining adequate standards for personal safety and protection of all individuals involved in TAC activities is the first priority. Personal safety is the responsibility of all people involved. No volunteer or TAC member shall carry out unsafe work or work practices. All TAC members and volunteers shall receive adequate training on and the use of appropriate Personal Protective Equipment (PPE) that is outlined in the following section.

Before the start of any task or maintenance activity all volunteers shall complete a field level hazard assessment (Attached Schedule 2) which outlines potential hazards, PPE required, equipment/hand tools required and emergency information for those involved in the activity. This is to ensure that safe practices are in place for the safety of all those involved. Forward the completed Schedule 2 to the Township Office at the completion of every task or maintenance activity.

Before the start of any task or maintenance activity all volunteers and members must have the appropriate first aid kit with them at all times. This kit will be kept in a place known to TAC members, TGM staff and volunteers. The first aid kit will also be maintained and proper record of the contents and use of the contents reported (Attached Schedule 3). The completed Schedule 3 is to be forwarded to Township staff on a monthly basis or whenever it is used if used less than monthly.

4.1. Personal Protection Equipment (PPE)

This section outlines the personal protection equipment (PPE) that is required for specific tasks. All PPE with the exception of work boots will be provided by the Township.

4.1.1. Head Protection

All workers and volunteers must wear a CSA certified hardhat at all times when operating a felling device or on a task where there is a risk of sustaining an injury from an object striking them from above (i.e. when pruning branches, etc.).

4.1.2. Eye Protection

CSA certified eye protection must be worn at all times when there is a risk of debris.

4.1.3. Hearing Protection

Hearing protection must be worn when volunteers and workers are exposed to noise levels above 90 decibels. This equipment includes but is not limited to: lawnmowers, trimmers and leaf blowers.

4.1.4. Foot Protection

All volunteers and workers must wear appropriate footwear while working on TGM trails. If working with hand tools including shovels, rakes and picks the operator must be wearing sturdy boots or shoes in good working condition, no open toed footwear will be allowed. If operating lawnmowers, trimmers or axes the operator must be wearing CSA certified (green tab) safety boots.

4.1.5. Clothing

All volunteers and workers must wear appropriate attire/clothing while working on TGM trails. All volunteers and workers must wear a shirt that covers their torso in entirety. If operating lawnmowers, trimmers or axes the operator must be wearing long pants. All clothing must be properly fitted to prevent incidents of clothing getting caught in the tools.

4.1.6. Buddy System

All volunteers and workers must work alongside another, to ensure that no one works alone. In the case of an incident there would be another individual to aid in the situation.

5. Tree Management

Tree management is a large portion of the maintenance work that will be need to be carried out by the TAC volunteers. No TAC volunteer shall use a chainsaw while working on any TAC maintenance, only hand tools are to be used by TAC volunteers. If a chainsaw is required to remove a fallen or hazard tree, this is to be completed by TGM staff or contractor. A hazard tree is described as a tree that because of its condition (storm/wind damage, leaning, cracked limbs/trunks, etc.) poses a risk to a section of trail. These trees may fall or drop on trails or users.

5.1 Trimming and Brushing

PPE	Specific Rules
<ul style="list-style-type: none">• CSA certified eye protection• CSA certified safety boots• Ear protection• Gloves• Shoulder harness must be worn	<ul style="list-style-type: none">• Wearing proper fitting clothes (no baggy clothes)• Tie back long hair• Walk all areas before cutting to look for hazards (i.e. rocks, stumps, holes, wire, etc.)• Remove all hazards before cutting• Shut down all equipment before fueling or performing maintenance• Ensure that proper footing is maintained during operation of equipment• Make sure that trimming/brushing area is clear of people

5.2 Chain Saw Operation

Chainsaw operation is only to be performed by TGM staff or contractors and they will follow the TGM policies in regards to this operation.

Schedule 1: TAC - Trail Inspection Form

Inspector:		Date:	
Trail Name(s):			
General Trail Condition:			

S – Safe N- Needs Attention U - Unsafe

Area/Facility Inspected	S	N	U	Comments	Repair Date	Repaired By
Parking Area						
Trail Head Sign						
Trails						
• Trees/Vegetation						
• Trail Signs						
• Trail Structures						
• Trail Erosion						
Other						

Schedule 2

Field Level Hazard Assessment	Date: _____
Work to be done: _____	
Task Location: _____	

Identify and Prioritize the task and hazards below, then identify the plans to eliminate/control the hazards.

Tasks	Hazards	Plans to Eliminate/Control																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Required Safety Equipment:</td> <td style="width: 50%; padding: 5px;">Required Machinery/Equip.</td> </tr> <tr><td style="padding: 5px;">1</td><td style="padding: 5px;">1</td></tr> <tr><td style="padding: 5px;">2</td><td style="padding: 5px;">2</td></tr> <tr><td style="padding: 5px;">3</td><td style="padding: 5px;">3</td></tr> <tr><td style="padding: 5px;">4</td><td style="padding: 5px;">4</td></tr> <tr><td style="padding: 5px;">5</td><td style="padding: 5px;">5</td></tr> <tr><td style="padding: 5px;">6</td><td style="padding: 5px;">6</td></tr> <tr><td style="padding: 5px;">7</td><td style="padding: 5px;">7</td></tr> </table>	Required Safety Equipment:	Required Machinery/Equip.	1	1	2	2	3	3	4	4	5	5	6	6	7	7	Additional Comments:	
Required Safety Equipment:	Required Machinery/Equip.																	
1	1																	
2	2																	
3	3																	
4	4																	
5	5																	
6	6																	
7	7																	

Please print and sign below (all members of the crew) prior to commencing work.

Worker Name & Signature

Organizer Name & Signature

Schedule 3

First Aid Kit Inspection

Enter Kit Location Here
TAC First Aid Kit

Kit #1

For 1-5 employees, and in each vehicle/machinery used for work purposes (WSIB 1101/8 & 16)

Requirements	Yes - Fully Stocked	No - # needed
<input type="checkbox"/> Current edition of St.John Ambulance First Aid Manual		
<input type="checkbox"/> 1 card of safety pins (12)		
Dressings consisting of:		
<input type="checkbox"/> 12 adhesive dressings individually wrapped		
<input type="checkbox"/> 4 - sterile guaze pads 3x3		
<input type="checkbox"/> 2 - rolls 2 inch x 5 yard guaze		
<input type="checkbox"/> 2 - 4 inch square pressure bandage		
<input type="checkbox"/> 1 - triangular bandage		
Additional supplies:		
<input type="checkbox"/> 1 - paramed scissor (14cm)		
<input type="checkbox"/> 1 - elastic guaze bandage		
<input type="checkbox"/> 1 - pocket face shield / single-use disposable CPR mask		
<input type="checkbox"/> 2 - pairs of non-latex gloves (vinyl)		
<input type="checkbox"/> First Aid Kit Inspection Card		

Is the First Aid Record book easily accessible? yes no

Notes:

Inspected by: _____

Date of Inspection: _____
Day Month Year