

## Safety document for outdoor trails

This document model has been created in cooperation with the Finnish Safety and Chemicals Agency Tukes and is based on their safety document model.

### SAFETY DOCUMENT MODEL FOR OUTDOOR TRAILS

Trails maintained by the same operator can be included in one safety document to comply with the duty to take care principle of the Consumer Safety Act. The safety document can also be applied to general snowmobile routes and snowmobile tracks, although primarily they are regulated by the Cross-Country Traffic Act and the Road Traffic Act.

1. Company / organisation
  - name and address
2. Persons responsible for trail safety and documentation
  - names and contact info (phone numbers)
  - task descriptions, responsibilities
  - responsible person: orientation of new personnel into trail safety issues
  - responsible person: continuous training of existing personnel
3. Description of trails, their signage and structures
  - purpose, length, information on signage set (starting place, signposts, continuous trail markings, location sign)
  - description of trail users
  - documentation of trail info for trail maintenance
    - if trail info is maintained in an electronic form, for example with the ReilaRiski risk management tool [www.reittimerkinnat.fi](http://www.reittimerkinnat.fi) , add the link here
4. Risk assessment and measures to eliminate risks
  - use a risk management tool (for example ReilaRiski)
  - restrictions caused by varying weather conditions must be noted
    - for example a trail disconnected by spring flood or a skiing track closed due to lack of snow
  - description of user groups or purpose and restrictions connected with them
    - for example the level of trail and the recommended mode of travel
  - include documents or link if in electronic form
    - for example the ReilaRiski risk management tool [www.reittimerkinnat.fi](http://www.reittimerkinnat.fi)

5. providing information and feedback channels
  - informing the trail user, for example of restrictions, on the website or at the starting place, responsible person
  - feedback channels and their maintenance
    - for example an email address or a phone number for giving feedback, responsible person
6. close calls, recording accidents and accident investigation
  - recording and analysing even minor close call situations improve trail safety
    - to prevent similar situations, preventive measures should be thought of, followed up and implemented, a responsible person named and an implementation timetable made
  - description of accident recording and investigation
    - filling in incident report form for authorities, Finnish Safety and Chemicals Agency Tukes requires an accident report form stipulated by the Consumer Safety Act 8 §
    - analysing the accident (for example factors leading to the accident)
    - informing of the incident (responsible person and information channel to be used)
7. Accidents and emergency situations
  - rescue authorities lead rescue operations and have command over other authorities at accident sites
  - the police lead search operations and ask assistance of other authorities and volunteers (for example the Voluntary Rescue Service Vapepa)
  - contact person
8. Possible separate safety plans or instructions on single trails, for example canoeing routes