COMPETENCY ASSESSMENT

Farm Vehicle

WRITTEN SAFE OPERATING PROCEDURE (SOP) REVIEW

The best place to start is by going through the farm vehicle SOP with your worker. This gets everyone on the same page about how the farm vehicle should be used safely, how it's maintained, and what checks need to be done before riding. It reinforces safe habits and helps your worker understand the risks involved, as well as how following the procedures reduces the chance of anyone getting hurt.

When the whole team follows the same process, you keep the farm vehicle in a better condition and create a safer working environment where people look out for each other.

Alongside the farm vehicle SOP, you should also review your farm's emergency plans – especially what to do when working alone, including how to check in and check out at the end of the day.

PRACTICAL TRAINING

Practical training can be done in two ways, either on-farm with you, or off-farm with a training provider.

Off-farm

There are several NZ Unit Standards available for four-wheel drive vehicle operation, delivered by trainers throughout the country. This can be a good way for you and your team to learn safe riding techniques from experienced instructors.

On-farm

If you're confident in your own skills and competence, you can train your staff member on the farm. For example, you might set up a marked course in a paddock and demonstrate safe riding. You should also take them step-by-step through a full maintenance check.

Refresher training

No matter how you choose to train, it's important to schedule regular refresher sessions for yourself and your team. People forget things and bad habits creep in. A quick revisit of the training helps everyone stay confident, and consistent and it reinforces the safety habits on farm.

COMPETENCY ASSESSMENT

Whichever option you choose for training, you still need to assess whether your worker is competent to use **your** farm vehicle, **on your** farm. Prior experience elsewhere doesn't guarantee they're competent in your farm environment.

For the competency assessment or observation, you're watching the worker operate the farm vehicle as they go about their normal work.

Ideally, this competency assessment should be completed without you prompting them for any of the required actions, the goal is to see whether they can carry out the tasks correctly, as if you weren't there.

If you decide they are competent, they can:

- **Show consistent safe behaviour without being reminded.**
- **Demonstrate good judgement when planning their work and use of the vehicle.**
- **Are confident and consistent.**

If you decide they are not competent, they:

- **Miss steps or need reminding.**
- **Are unsure or unclear – not confident.**
- **Make poor/badly thought-out decisions.**
- **Cannot plan their work or use of the vehicle well.**

COMPETENCY ASSESSMENT

Pre-Start	Demonstrated	Comments
Knows how to do a pre-start check. And what to do if the farm vehicle is unsafe to use.	YES NO	
Uses seatbelts correctly where they are fitted and understands requirements when carrying passengers.	YES NO	
Knows the farm speed limit and farm vehicle no-go zones.	YES NO	
Knows what the towing + load limits and right attachments are for the farm vehicle.	YES NO	
Knows how to safely load the farm vehicle and trailer and secure loads correctly.	YES NO	
Knows where to get information from for the farm vehicle on the farm.	YES NO	
Has their phone/radio/PLB with them.	YES NO	
Can identify when fatigue, distraction, illness or impairment makes vehicle operation unsafe.	YES NO	
Comments		

COMPETENCY ASSESSMENT

Planning	Demonstrated	Comments
Can plan their route in advance, considering terrain, weather, loads and towing.	YES NO	
Can identify unsafe conditions (i.e. terrain, weather, stock movement, visibility, water crossings and towing) and then adjusts the plan.	YES NO	
Told someone where they're going and when they'll be back.	YES NO	
Can explain what to do in an emergency – who to call and how to raise the alarm.	YES NO	

Comments

Driving the farm vehicle	Demonstrated	Comments
Knows how to correctly use the farm vehicle controls (i.e. 4WD, traction control).	YES NO	
Can demonstrate operating at safe speed.	YES NO	
Demonstrates active decision making when conditions change (weather, stock etc).	YES NO	
Can scan ahead for hazards – good concentration.	YES NO	
Can identify when conditions have changed and work becomes unsafe so need to stop or change approach.	YES NO	
Knows how to report if something is broken or not right with the farm vehicle.	YES NO	
Understands the gears – 4WD, high and low range selection, traction control etc.	YES NO	
Demonstrates hill driving, and safe start / stop on steep terrain.	YES NO	
Comments		

Post-work	Demonstrated	Comments
Stops on flat ground. Engages the brake.	YES NO	
Removes the key when finished using the farm vehicle.	YES NO	
Cleans the farm vehicle properly and reports anything that needs repairing etc.	YES NO	
Comments		

Continued on the next page.

RECORD OF TRAINING:
FARM VEHICLE STANDARD OPERATING PROCEDURE

Name of Participant	Type of training	Date	Trainer Name & Signature	Participant Signature	Assessment Outcome
	Written SOP review				**Competent:** Approved to operate vehicle unsupervised **Requires further training:** Can operate under supervision **Not competent:** Unable to use vehicle
	Practical Training				
	Competency Observation 1				
	Competency Observation 2				
	Written SOP review				**Competent:** Approved to operate vehicle unsupervised **Requires further training:** Can operate under supervision **Not competent:** Unable to use vehicle
	Practical Training				
	Competency Observation 1				
	Competency Observation 2				
	Written SOP review				**Competent:** Approved to operate vehicle unsupervised **Requires further training:** Can operate under supervision **Not competent:** Unable to use vehicle
	Practical Training				
	Competency Observation 1				
	Competency Observation 2				