FARM VEHICLE

SAFE OPERATING PROCEDURE

PURPOSE

This procedure explains how to use a farm vehicle safely, so drivers have less chance of getting hurt. It covers the basics – looking after the farm vehicle, what safety gear and rules are needed, and how to use the farm vehicle on farm.

This procedure cannot cover every possible scenario and should be used in conjunction with the manufacturer's manual, and other relevant guidelines. As a PCBU, you are required to assess the risk and implement appropriate measures, using the hierarchy of controls.

Key safety messages:	• Service the farm vehicle regularly to manufacturer's recommendations. • Keep within the vehicle's load and tow limits. • Remove the key when the farm vehicle is not in use. • Tell someone your plan - where you're going and when you'll be back. • Set a maximum speed limit for the farm. • Plan your route before you head out. • Only carry passengers, including children, in appropriate seats.
Controls to consider	• GPS Device.
Safety gear	• Use a seatbelt where fitted. • Safety gear for the job you are completing.
Use on the road	• Driver must hold a Class 1 New Zealand Driver's Licence. • Vehicle must be warranted. • Vehicle must be Licenced (unless exempt). • Adhere to the road rules. • Driver and passengers must wear a seatbelt.
Training required	• Everyone needs to be trained on the specific farm vehicle, no matter how many years they have been driving. • Training must show you're competent, or you drive under supervision until you are.
Emergency equipment	• Mobile phone/Radio. • First Aid Kit. • Consider the use of a Personal Locator Beacon.

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Emergency procedure	**Do we need emergency services? Dial 111** **Farm Rapid Number:** **GPS Location:** **What3Words:** www.what3words.com **First Aider:** **First Aid Kit located:**
Related documents	• Farm Vehicle Manufacturer's Operating Manual • Company Policies and Procedures - Risk Register, Emergency Response Plans

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WHAT CAN GO WRONG?	
Potential Risk	**How can we avoid it?**
Driving the farm vehicle	• Drivers should have the knowledge, skills and training necessary to operate the farm vehicle or be supervised until they are assessed as competent. • Farm vehicles can be different, familiarise yourself with the one you're using. • Consider if it is reasonably practicable to fit a GPS Device for driver behaviour monitoring. • Do not use a hand-held mobile phone while driving; use hands-free. • Secure loose animals, tools and equipment so they cannot distract the driver or become a projectile.
Reversing the vehicle	• Use a reversing camera and/or a spotter. • When reversing in yards, near buildings, or where children/others may be present never assume they are clear of the vehicle. • Get out and check surroundings before reversing if unsure.
Intersections /Driveways/ Main road entrance	• Slow down and look both ways when exiting gateways. • Have blind corners or high-risk areas marked on farm map and identified with a coloured post etc. • Apply stop sign road rules at the farm entrance/exit to a road. • Use indicators when turning into farm entrance from road.
Loss of control of the farm vehicle	• Clear, communicated 'no go zones' on the farm – marked on farm map and updated as needed. • Set a maximum speed limit for the farm. • Travel at a speed that allows you to stop safely and is safe for the ground condition. • Do not use a 2WD vehicle on steep, wet or unstable ground – engage 4WD/low range where fitted and appropriate. • Put orange flags or tape on all tape gates/bungees across lanes.

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Potential Risk	How can we avoid it?
Loss of control of the farm vehicle (continued)	• Consider fencing drains and waterways. • Mark hydrants in paddocks. • Have a rut filling schedule. Mark pivot ruts on map/at paddock entrance. • Plan your route before you head out.
Mechanical failure	• Pre-start checks completed. • Service the farm vehicle regularly to manufacturers recommendations. • Immediately investigate anything unusual happening with the farm vehicle. • Wash the farm vehicle regularly.
Personal factors	• Stop the farm vehicle and get out before doing something else. • Never drive a farm vehicle under the influence of drugs or alcohol. • Don't use mobile phone while driving the vehicle, stop in a safe location first.
Working alone	• Tell someone where you are working and when you plan to return. • Carry a mobile phone or two-way radio if possible. • Have regular check-in times. • Consider if it is reasonably practicable to fit a GPS Device for location services.
Towing/Carrying Loads/ Attachments	• Do not exceed manufacturer's specifications (i.e. load and towing limits). • Only use attachments designed for and compatible with the farm vehicle. • Ensure that loads are well secured and not able to move. • Distribute load evenly and keep the centre of gravity as low as possible. • Check trailer hitch, safety chains and lights before towing. • Never carry passengers in a trailer or on a load unless the trailer is specifically designed, fitted and approved for carrying people. • Reduce speed when carrying loads or towing trailers.

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OPERATING PROCEDURES	
Pre-start checks	✓ Check fuel and oil. ✓ Check the brakes. ✓ Check tyres for damage, tread and pressure. ✓ Check your seatbelts are in good condition. ✓ Make sure the lights and indicators work. ✓ Clean the windscreen and the mirrors. **Report anything broken or not working to the manager straight away.**
Maintenance and repairs	• Tell the manager if the farm vehicle needs maintenance or repairs. • If the farm vehicle isn't safe to use, take the keys out and give them to the manager. • Keep the farm vehicle serviced to manufacturers recommendations.
Passengers	• Passengers may only be carried where a designated seat and seatbelt is provided. • Children should be seated in an appropriate child restraint according to age. • Passengers should not travel in trays, trailers or cargo areas.
Fuelling	• Stop on flat ground. Turn off the farm vehicle. • Tighten the fuel cap once you're done. • No smoking or sparks anywhere near the farm vehicle while fuelling.

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Safe operating procedure steps	**Driving and planning:** • Choose the right vehicle for the job. Is the farm vehicle the right vehicle today? • Driver must be trained and experienced. • Plan your route. If in doubt, find a new route. • Tell someone where you're going and when you'll be back.
	Towing: • Do not exceed the vehicle's towing capacity. • Secure all loads (tools, feed, chemicals, fencing gear, etc.) so they cannot shift, fall or become projectiles; use tie-downs, load restraints or a tarp as appropriate. • Distribute load evenly and keep the centre of gravity as low as possible. • Check trailer hitch, safety chains and lights before towing, and confirm the towing vehicle and driver are both rated for the combination being towed.
Post Work	• Stop on flat ground. Turn off the farm vehicle. • Remove the keys (if farm vehicle to be left unattended). • Clean as necessary – particularly if very muddy.