

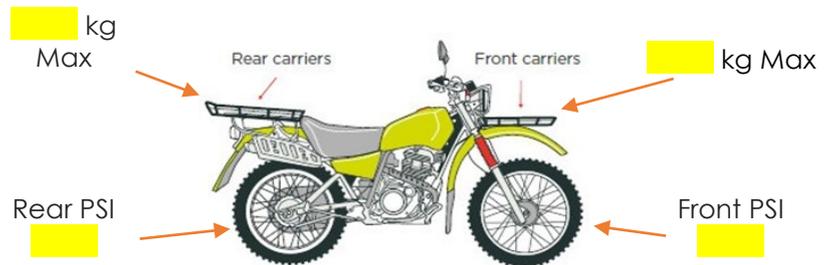
## Two-Wheeler Motorbike

### Make / Model:

**SOP** – This procedure covers maintenance & safety requirements and applies to all employees and contractors operating a two wheel motorbike.

**Purpose** – To safely operate Two-Wheeler, using best Practice, follow safety guidelines, not cause risk or harm to operator, other people, animals, or surrounding environment.

This SOP cannot cover every possible scenario and should be used in conjunction with the manufacturer's instructions, WorkSafe fact sheet, NZTA guidelines and the controls put in place using the hierarchy of controls



### TWO-WHEELER MOTORBIKE HAZARDS

**Physical injury:** Death / broken bones/ crushed

**Loss of control:** Excess speed, poor ground conditions, unseen obstacles, carrying items  
**NEVER** carry a calf on the 2-wheeler.

**Driver lack of skill:** Do not use bike beyond skill ability.

**Terrain:** Pivot ruts, slippery lane, hills, slopes & potholes

**Collision:** Operating in areas with other vehicles, people, or blind spots.

**Incident/ accident:** Assess how bad injury is, get help ASAP, Follow Dr ABCD emergency procedure

**Working alone or in isolation:** Tell someone where you are working and estimate job times.

**Obstacles:** Race tapes, hoses, hydrants, chasing stock, overhead cables and stationary hidden hazards, ruts, holes, troughs and fence lines

**Speed:** Ride to conditions & abide by the speed limits set on your farm, these may vary from farm & yard

**Rider fits bike:** Operator must have sufficient weight, limb size, skill and judgement to control the bike

**Unauthorised access:** Rider must be granted permission and be under supervision or fully trained

**Poor maintenance:** Bike must be in good working order or **Lock it out** (red stickered).

**Farm Specific Hazards:** [Yellow box]

#### COMPULSORY PPE



#### RECOMMENDED PPE



#### EMERGENCY EQUIPEMNT / RESPONSE

**Do we need** emergency services? Dail **111**

- GPS location: **GPS co-ordinates**
- Farm Rapid number; **or Farm Name / Location**
- First aider: [Yellow box]
- First aid kit located: [Yellow box]
- Fire-fighting equipment (only if safe to do so)
- Staff emergency contact details [Yellow box]
- Response plan takes location into account
- Cell phone / RT Poor reception areas [Yellow box]



#### Drs ABCD

- D**-Danger, check safe to help
- R**-Response, shout & tap patient on the collar bone
- S**-Send/shout for help Call 111 or another work mate
- A**-Airways, head tilt chin lift (Do finger scoop of the mouth to make sure there is nothing in there)
- B**-Breathing, look, listen, and feel. If not breathing commence CPR, if alone, go for help first
- C**-Circulation/CPR, check for bleeding, if not breathing commence CPR 30 compressions/ 2 rescue breaths
- D**- Defibrillation (AED), apply defibrillator if available and follow voice prompts. Nearest AED: [Yellow box] ([www.aedlocations.co.nz](http://www.aedlocations.co.nz))

**STOP**

What you're doing?

**THINK**

About what could go wrong?

**GO**

Consciously & do it the safest way!

# Two-Wheeler Motorbike

LICENCE REQUIRED			TRAINING REQUIRED															
<p>NEW ZEALAND DRIVER LICENCE DRIVING ENTITLEMENT INFORMATION</p> <table border="1"> <thead> <tr> <th>CLASS / ENDO</th> <th>ISSUED</th> <th>EXPIRES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>21-05-1980</td> <td>21-12-2029</td> </tr> <tr> <td>2</td> <td>16-08-2007</td> <td>21-12-2029</td> </tr> <tr> <td>4L</td> <td>14-10-2008</td> <td>21-12-2029</td> </tr> <tr> <td>6</td> <td>21-05-1980</td> <td>21-12-2029</td> </tr> </tbody> </table>			CLASS / ENDO	ISSUED	EXPIRES	1	21-05-1980	21-12-2029	2	16-08-2007	21-12-2029	4L	14-10-2008	21-12-2029	6	21-05-1980	21-12-2029	<p>Minimum license required to drive on public road is a (class 6) licence</p>
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<p>All staff regardless of years of experience must have been through a training assessment for this vehicle. Must be either passed as competent or supervised while in training. <b>Refer to informative training videos</b> <a href="http://sutherlandonfarmsolutions.com">sutherlandonfarmsolutions.com</a></p>																		

### PRE-CHECKS - TCLOC

**T**yres, **C**ables, **L**ights, **O**ils/Fuel, **C**hains/Chassis

**Lights tail**  
- clean & clear

**Fuel check- level & (reserve) tap's position**

**Cables - Brakes not sticking, Accelerator twist & retract freely**

**Lights/ reflectors**  
- clean & clear  
- High/Low beam

**18psi**

**Chain- oiled, & correct tension**

**Oils – sight glass level checked**

**Tyres -Pressure, spokes, tread, and damage**

**18psi**

#### Before starting the bike, check the following

- Check your own state of mind (riding requires your full attention) if you are fatigued or unwell
- let someone know.
- **Never** drive under the influence (**Alcohol or illicit drugs**) some medications can alter clarity
- Try the front and rear brakes one at a time. Make sure each brake, when applied, holds the bike.
- Make sure you can operate hand and foot controls when you sit comfortably on the bike and your feet can touch the ground without leaning bike over.
- Try each brake control and make sure each one flashes your brake light.
- Check that your horn works.
- Know the fuel tap's (**On/Off**) position and operation.
- Well-fitting helmet **MUST** always be worn and **MUST** be done up (NZS 5430 or AS 1698 Minimum)
- Find something wrong at precheck **DO NOT USE**.

### KEY RIDING TIPS

- Mount the bike and get seated in a comfortable position, if carrying equipment think of engineering controls available (realpro vs manual handling)
- Check bike is in neutral position.
- Start the bike & move forward checking brakes are functional.
- Place feet firmly on the footrests when moving. You can use your feet to aid when turning at very slow speed.
- Posture should be head & eyes up (and looking well ahead), both hands on handlebars.
- Always slow down when turning, approaching hazards or difficult terrain.
- Ride to the conditions within your ability at all times
- Ride actively (shift body position to maintain stability) and be aware of effects of loads on the machines handling
- Ride responsibly, (stay away from no go zones) think about alternative routes or select safer vehicle for conditions/task
- Avoid sudden braking or steering or accelerating. Identify **No Go zones**

**Helmet – Strap done up**  
- No cracks and/or damage  
- Brand is suitable to speed

**Eye protection**  
possible sun strike, bugs, dust/dirt, rain & seeds

**Elbows away from body**  
for strength & bent to act as shock absorbers

**Hi-Vis clothing**

**Lights on all times**

**Feet horizontally on foot pegs.**

**Help Balance**  
By pressing your knees against the petrol tank

**Sturdy boots– with toes pointed straight forward to avoid catching on ground**

18psi

18psi

# Two-Wheeler Motorbike

## HANDY TIPS & RECOMMENDATIONS



### Speed recommendations

- Drive to conditions
- Max speed limit **30km** in paddocks and lanes (Aghat and Pacific helmet rating is 30km anywhere)
- **10**km around built up areas

### When driving over obstacles

- Drive straight on at 90 degrees
- Shift your weight back on seat
- Gently accelerate just before touching obstacle then stand up as back wheel goes over obstacle



### When descending hill

- Assess safe path & exit
- At the start of your decent shift body back on the seat, arms outstretched
- Use the engine braking as well as feathering both brakes
- If rear wheel starts to slide change up gear and remove a little pressure from brakes

### Carrying loads

- Engineer ways to carry items safely without having to use hand to hold items while riding



### When picking up fallen bike

- Place the kick stand out (this will stop bike toppling over once upright)
- Back into bike,
- Feet against seat,
- Grasp rear carrier & front handlebars
- With bent knees gentle lift with a straight back

### When turning at slow speed

- Move body forward on seat to apply more weight to front wheel
- Safely use your inside foot to aid when turning (mimic walking motion)
- While applying minimal throttle



# Two-Wheeler Motorbike

## HANDY TIPS & RECOMMENDATIONS continued



### Fail hill climb (J Turn)

- When coming to halt you must place your left foot on ground at the same time apply clutch, Left Hand brake and the Right foot brake
- Tilt bike against left leg, turn handle bars left
- Slowly reduce foot brake & LH brake allowing bike to move horizontal to hill

### Owner's Manual

- Familiarise yourself with this document
- Tyre pressures (**18psi F&R**)
- Tread depth (**4mm**)
- Chain tension (**2 fingers**)
- Service intervals (**1000km**)
- Detailed Checks (**Monthly**)
- Max loadings (**135kg**)



### Road & Rail Crossings

- When crossing intersection, rail, road or exiting the farm come to a complete STOP, look & listen
- Consciously make sure the way is clear then slowly continue



### No cell use when riding motorbikes

- Stop riding to answer or make calls

### Do not exceed bike's carrying capacity

Max load capacity includes rider & load **135kg**



### Wash motorbike

Wash bike last day of your roster and complete check within Audit and upload photo of bike



## COMPLETION OF TASK

Care for the bike is part of the task

- Select flat/safe area to park bike, place kick stand onto firm soil to keep bike upright (is it visible, not in danger of being knocked over by wind or animals)
- Take bike out of gear and turn off the bike
- Remove the keys (if leaving bike unattended)
- Cast your eye over the bike as you are moving away
- Always report any faults or damage to the Farm Manager immediately.
- Always report any incidents accidents or near misses.



## ADDITIONAL NOTES

These are the guides that show us good practice

- Follow WorkSafe guide '[Safe use of two-wheeled motorbikes](#)'
- Beef+Lamb web site H&S guide '[Two Wheeled Motorbikes](#)'

## Two-Wheeler Motorbike

### COMPETENCY ASSESSMENT AND SIGN OFF

Use the template below to record date of training and 2 observations over a period of time

Name of Participant: \_\_\_\_\_ Make/Model: \_\_\_\_\_

#### Record of training/Observation: Two Wheeler Motorbike - Standard Operating Procedure

Details	Name of person who did training / Assessor	Date
SOP Training		
Practical Training		

*Note the below competency assessment needs to be completed 2 weeks after the above SOP training*

Competency Assessing		
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#### ASSESSOR QUESTIONS *(please write in staff answers)*

**Completed**

<i>Explained TCLOC to employer and did pre-ride check on motorbike</i>	
<i>Explained tyre pressure required</i>	
<i>Explained all the controls on bike</i>	
<i>Fitted and wore safety gear correctly</i>	
<i>Demonstrated active riding (Standing &amp; Sitting) and showed good understanding</i>	
<i>Explained manufactures recommended carrying capacity on front and rear carrier</i>	
<i>Demonstrated active riding while carrying loads on front and back carriers</i>	
<i>Demonstrated a controlled stop at various speeds up to 30km/hr</i>	
<i>Demonstrated failed hill climb (J Turn) hills only section</i>	

Comments:

#### SIGN OFF

**Participant Name:**

*I have been taught the above **S**tandard **O**perating **P**rocedure for 2-wheel motorbike and agree to follow the steps laid out in it.*

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Trainer/Assessor:**

*I have tested understanding with a Q&A as part of this training process and am confident there is a good understanding of the steps required for this **S**tandard **O**perating **P**rocedure*

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_