

SAFE OPERATING PROCEDURE

Date effective from:

Date to be reviewed:

<p>PURPOSE:</p>	<p>This procedure explains how to use a side by side (SxS) safely, so operators have less chance of getting hurt. It covers the basics – looking after the SxS, what safety gear and rules are needed, and how to use the SxS on farm.</p>
<p><i>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.</i></p>	
<p>KEY SAFETY MESSAGES</p>	<ul style="list-style-type: none"> • Always wear a well-fitting appropriate helmet and make sure it's done up tight. • Wear the fitted seatbelt. • Keep doors/nets closed. Keep arms and feet inside the frame. • Check tyre pressure before departing. • Only carry passengers in the seat with their seatbelt fitted and wearing a helmet. • Never carry passengers in the tray/cargo bed. • No children under 16 to operate/drive SxS. • Service the SxS regularly to manufacturers recommendations. • Only use attachments that are suitable and within load limits. • Drive to match the terrain and conditions. • Remove the key when the SxS 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.
<p>CONTROLS TO CONSIDER</p>	<ul style="list-style-type: none"> • Speed Limiter. • GPS Device. • Side doors, nets and metal skid plates. • Side mirrors.
<p>SAFETY GEAR</p>	<ul style="list-style-type: none"> • A well-fitting appropriate helmet. • Closed toe footwear. • A functioning seatbelt. • High-vis clothing when moving stock on the road.
<p>USE ON THE ROAD</p>	<ul style="list-style-type: none"> • Class 1 or Class 6 New Zealand Driver's License. • Consider alternative routes to avoid road travel. • Check the manufacturer's manual for tyres needed for road use. <p>For more information on road travel: nzta.govt.nz/vehicles/vehicle-types/quad-bikes-and-atvs</p>
<p>TRAINING REQUIRED</p>	<ul style="list-style-type: none"> • Everyone needs to be trained on the farm specific SxS, no matter how many years they have been riding. • Training must show you're competent, or you ride under supervision until you are. • Know your limits. Learn to judge when a slope or terrain isn't safe for the SxS. Don't push it.
<p>EMERGENCY EQUIPMENT</p>	<ul style="list-style-type: none"> • Mobile phone/Radio. • First Aid Kit. • Consider the use of a Personal Locator Beacon.
<p>EMERGENCY PROCEDURE</p>	<p style="text-align: center;">Do we need emergency services? Dial 111</p> <p>Farm Rapid Number: GPS Location: What3Words: www.what3words.com First Aider: First Aid Kit located:</p>
<p>RELATED DOCUMENTS</p>	<ul style="list-style-type: none"> • SxS Manufacturers Operating Manual • Worksafe – Using your side-by-side safely. • Company Policies and Procedures - Risk Register, Emergency Response Plans

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What can go wrong?	
Potential Risk	How can we avoid it?
Operating the SxS	<ul style="list-style-type: none"> Operators should have the knowledge, skills and training necessary to operate a SxS or be supervised until they are assessed as competent. Drive to the conditions. All SxS's are different, familiarise yourself with the one you're using. Consider if it is reasonably practicable to fit a GPS Device for driver behaviour monitoring.
Loss of control of the SxS	<ul style="list-style-type: none"> Always wear a well-fitting appropriate helmet and make sure it's done up tight – make sure you've got the right helmet for the speed you'll travel and it's not expired. Wear the functioning seatbelt. Keep doors/nets closed. Keep arms and feet inside the frame. Check tyre pressure before riding. Put orange flags or tape on all tape gates/bungees across lanes. Consider fencing drains and waterways. Mark hydrants in paddocks. Have a rut filling schedule. Mark pivot ruts on map/at paddock entrance. Include training for workers on how to drive over hoses in paddocks. Clear, communicated 'no go zones' on farm, marked on farm map, updated as needed. Set a maximum speed limit for the farm. Plan your route before you head out. Consider if it is reasonably practicable to fit a speed limiter. Consider if it is reasonably practicable to fit a GPS Device for rollover detection.
Carrying passengers/ Children on SxS	<ul style="list-style-type: none"> No children under 16 to operate/drive a side by side. Remove the key when not in use. Only carry passengers in the seat with their seatbelt fitted and a helmet on. Never carry passengers in the tray/cargo bed. A child or young person should only be a passenger in a SxS if they are tall enough to sit comfortably with their feet on the floor and reach and hold on to the grab bar.
Mechanical failure	<ul style="list-style-type: none"> Pre-start checks completed. Service the SxS regularly to manufacturer's recommendations. Immediately investigate anything unusual happening with the SxS.
Personal factors	<ul style="list-style-type: none"> Stop the SxS and get off before doing something else. Never ride the SxS under the influence of drugs or alcohol.
Working alone	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Avoid towing attachments or carrying loads if possible. Keep within load limits stated by manufacturer. Only use attachments designed for and compatible with the SxS. Consider using spray tanks with baffles fitted. Operating a SxS while carrying or towing loads requires different skills, so make sure the rider has been trained in these techniques. Use a low gear, reduce speed and allow longer braking distance when carrying a load. When riding on hills and rough terrain, ride to the conditions (lighter speed and load). Remember that weight limits include the weight of the operator, the trailer and the load. When fitting attachments, always use the mounting point or draw bar provided by the manufacturer. Incorrect connections can increase instability. Do not alter the height of the mounting point or increase the towing capacity outside those provided by the manufacturer. Consider a swivel hitch.
Working on a public road	<ul style="list-style-type: none"> At least three people present when moving mobs of stock across the road. Stock crossing signposted. Hi-vis clothing to be worn when moving stock across the road

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OPERATING PROCEDURES	
PRE-START CHECKS	<ul style="list-style-type: none"> • Check fuel and oil and make sure brakes work. • Check tyre pressure. • Check the seatbelt works and has no damage. • Check your helmet is in good condition. • Make sure the lights work. <p>Report anything broken or not working to the manager straight away.</p>
MAINTENANCE AND REPAIRS	<ul style="list-style-type: none"> • Tell the manager if the SxS needs maintenance or repairs. • If the SxS isn't safe to use, take the keys out and give them to the manager. • Keep the SxS serviced to manufacturer's recommendations.
FUELLING	<ul style="list-style-type: none"> • Turn the engine off and put the park brake on. • Don't sit in the SxS while you're filling the tank. • Tighten the fuel cap once you're done. • No smoking or sparks anywhere near the SxS while fuelling.
SAFE OPERATING PROCEDURE STEPS	<p>Riding and planning:</p> <ul style="list-style-type: none"> • Operator must be trained and experienced. • Choose the right vehicle for the job. • Wear a properly fitted, tightly done up helmet. Wear your seatbelt. • Plan your route and avoid steep slopes. If in doubt, find a new route. • Tell someone where you're going and when you'll be back. <p>Starting the SxS:</p> <ul style="list-style-type: none"> • Put the park brake on and make sure the gear is in neutral. • Turn the key on, check warning lights, start the engine and make sure everything works. <p>Riding safely:</p> <ul style="list-style-type: none"> • Ride at a speed you can stop safely – especially on rough ground or when turning. • Concentrate on riding. Look where you're going for hazards/obstacles. • Keep legs and arms inside the frame. <p>Handling slopes:</p> <ul style="list-style-type: none"> • Go up and down slopes, not across them. • Look over both shoulders when reversing. • Use front and rear brakes when stopping. • If parking, stop on flat, stable ground. <p>Loads, passengers and limits:</p> <ul style="list-style-type: none"> • Only carry passengers in the seat with their seatbelt fitted. • Never carry passengers in the tray/cargo bed. • Stay within load limits and tow limits. • Only use attachments designed for the SxS. • No children under 16 to operate/drive SxS. • Follow farm speed limits and avoid no-go areas.
POST WORK	<ul style="list-style-type: none"> • Stop on flat stable ground. Engage the park brake. Turn off the engine. • Use the key wherever possible to turn the SxS off and remove. • Clean as necessary – particularly if very muddy.