

SAFE OPERATING PROCEDURE



Presented by



Date effective from:

Date to be reviewed:

<p>PURPOSE:</p>	<p>This procedure explains how to use a quad bike safely, so riders have less chance of getting hurt. It covers the basics – looking after the bike, what safety gear and rules are needed, and how to use the quad 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. • Check tyre pressure before riding. • Service the quad regularly to manufacturers recommendations. • Only use attachments that are suitable and within load limits. • No passengers on quad bikes. • No children under 16 on adult-sized quad bikes. • Use active riding techniques that match the terrain and conditions. • Remove the key when the quad 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"> • Crush Protection Device (CPD). • Speed Limiter. • GPS Device.
<p>SAFETY GEAR</p>	<ul style="list-style-type: none"> • A well-fitting appropriate helmet. • Closed toe footwear. • 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 quad, 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 quad. 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"> • Quad Bike Manufacturers Operating Manual • Worksafe - Safe Use of Quad Bikes • Company Policies and Procedures - Risk Register, Emergency Response Plans

What can go wrong?	
Potential Risk	How can we avoid it?
Riding the quad bike	<ul style="list-style-type: none"> Riders should have the knowledge, skills and training necessary to operate a quad bike or be supervised until they are assessed as competent. Active riding techniques suited to conditions. All quad bikes 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 quad bike	<ul style="list-style-type: none"> Always wear a well-fitting appropriate helmet and make sure it's done up tight. 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 the farm – marked on farm map and 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 CPD or speed limiter. Consider if it is reasonably practicable to fit a GPS Device for rollover detection.
Carrying passengers/ children on quads	<ul style="list-style-type: none"> Do not carry passengers. No children under 16 to ride adult quad bikes. Remove the key when not in use.
Mechanical failure	<ul style="list-style-type: none"> Pre-start checks completed. Service the quad regularly to manufacturer's recommendations. Immediately investigate anything unusual happening with the quad bike.
Personal factors	<ul style="list-style-type: none"> Stop the bike and get off before doing something else. Never ride a quad bike 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 quad bike. Consider using spray tanks with baffles fitted. Riding a quad bike 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 which can't be avoided, reduce your speed and the weight you're carrying. Remember that weight limits include the weight of the rider, 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

OPERATING PROCEDURES	
PRE-START CHECKS	<ul style="list-style-type: none"> • Check fuel and oil and make sure brakes work and aren't clogged with mud. • Check tyre pressure. • Check your helmet is in good condition. • Make sure the lights work. Report anything broken or not working to the manager straight away.
MAINTENANCE AND REPAIRS	<ul style="list-style-type: none"> • Tell the manager if the quad needs maintenance or repairs. • If the bike isn't safe to use, take the keys out and give them to the manager. • Keep the quad serviced to the manufacturer's recommendations.
FUELLING	<ul style="list-style-type: none"> • Turn the engine off and put the park brake on. • Don't sit on the quad while you're filling the tank. • Tighten the fuel cap once you're done. • No smoking or sparks anywhere near the quad while fuelling.
SAFE OPERATING PROCEDURE STEPS	<p><i>Riding and planning:</i></p> <ul style="list-style-type: none"> • The rider must be trained and experienced. • Choose the right vehicle for the job. • Wear a properly fitted, tightly done up helmet. • 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><i>Starting the quad:</i></p> <ul style="list-style-type: none"> • Climb on using three points of contact. • 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><i>Riding safely:</i></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 both hands on the handlebars and both feet on the foot pegs. • Use active riding – shift your weight to stay stable. <p><i>Handling slopes:</i></p> <ul style="list-style-type: none"> • Go up and down slopes, not across them. • Going uphill: lean forward, use a low gear and keep a steady throttle. • Going downhill: lean back, use a low gear and go steady. • Look over both shoulders when reversing. • Use front and rear brakes when stopping. <p><i>Loads, passengers and limits:</i></p> <ul style="list-style-type: none"> • No passengers. • Stay within load limits and tow limits. • Only use attachments designed for the quad. • No children on adult sized quads. • Follow farm speed limits and avoid no-go areas.
POST WORK	<ul style="list-style-type: none"> • Stop on flat ground. Engage the park brake. Turn off the engine. • Use the key wherever possible to turn the quad off and remove. • Clean as necessary – particularly if very muddy.