

COMPETENCY ASSESSMENT

Side by Side

WRITTEN SAFE OPERATING PROCEDURE (SOP) REVIEW

The best place to start is by going through the farm SxS SOP with your worker. This gets everyone on the same page about how the SxS 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 vehicles in better condition and create a safer working environment where people look out for each other.

Alongside the SxS 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 SxS 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 SxS 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 driving around obstacles, including braking, cornering, and steering. 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 SxS, 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 and handle the SxS 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 SxS is unsafe to use.	YES NO	
Understands the tyre pressure required and how to check it.	YES NO	
Wears a helmet correctly – tight fitting, done up.	YES NO	
Wears the seatbelt.	YES NO	
Knows the farm speed limit and SxS no-go zones.	YES NO	
Knows we only take passengers in the seat with the seatbelt fitted, wearing a helmet.	YES NO	
Knows we don't carry passengers in the tray.	YES NO	
Knows we don't let anyone under 16 drive the SxS.	YES NO	
Wears other appropriate safety gear (such as gloves and eye protection) and can identify different safety gear for different farm tasks.	YES NO	
Knows what the load limits and right attachments are for the SxS.	YES NO	
Knows where to get information from for the SxS on the farm.	YES NO	

Continued on the next page.

COMPETENCY ASSESSMENT

Pre-Start (Continued)	Demonstrated	Comments
Knows what jobs the SxS is to be used for (and what it is not to be used for)	YES NO	
Knows how to safely load and unload the SxS.	YES NO	
Has their phone/radio/PLB with them.	YES NO	
Comments		

Planning	Demonstrated	Comments
Can plan their route in advance.	YES NO	
Can identify unsafe conditions and then adjusts the plan.	YES NO	
Told someone where they're going and when they'll be back.	YES NO	
Can identify when the SxS is not the best vehicle to use – and adjusts.	YES NO	
Can explain what to do in an emergency – who to call and how to raise the alarm.	YES NO	
Comments		

COMPETENCY ASSESSMENT

Operating the SxS	Demonstrated	Comments
Knows the SxS controls.	YES NO	
Rides at a speed right for the conditions – look at steering, braking, change of surface.	YES NO	
Demonstrates active decision making when conditions change (weather, stock etc).	YES NO	
Keeps arms and legs inside the SxS. Doors/Nets closed.	YES NO	
Can scan ahead for hazards – good concentration.	YES NO	
Knows where the kill switch is and how to operate it.	YES NO	
Rides straight up and down slopes (not across).	YES NO	
Uses low gear and steady throttle on slopes.	YES NO	
Reverses safely while looking over both shoulders.	YES NO	
Demonstrates safe riding behaviour while towing (where applicable).	YES NO	
Controls their stop using both front and rear brakes.	YES NO	
Knows how to report if something is broken or not right with the SxS.	YES NO	
Comments		

COMPETENCY ASSESSMENT

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

RECORD OF TRAINING: SXS STANDARD OPERATING PROCEDURE

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