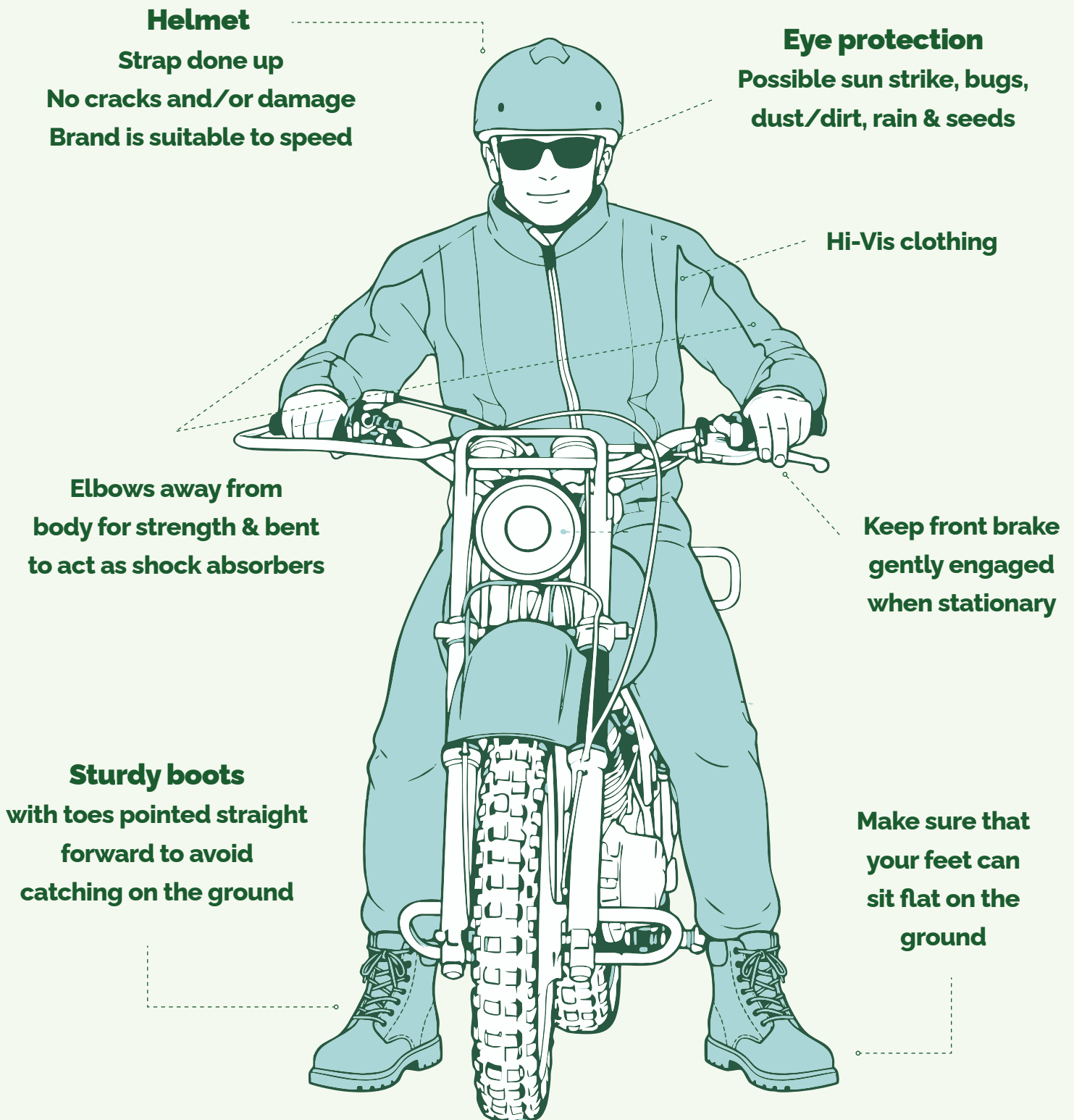


2-Wheeler SOP



SAFE OPERATING PROCEDURE

PURPOSE

This procedure explains how to use a 2-Wheeler bike safely, so riders have less chance of getting hurt. It covers the basics – looking after the 2-Wheeler, what safety gear and rules are needed, and how to use the 2-Wheeler 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:	• Always wear a well-fitting appropriate helmet and do it up tight. • Service the 2-Wheeler regularly to manufacturers recommendations. • Keep to the 2-wheeler load limits. • Don't carry loads across your knees or sit on items placed on seat. • No children under 16 on adult-sized 2-Wheeler. • Never carry passengers on a single-seat 2-Wheeler. • Remove the key when the 2-Wheeler 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.
Controls to consider	• GPS Device.
Safety gear	• A well-fitting helmet appropriate to speed. • Closed toe footwear. • Eye protection. • High vis clothing when moving stock on the road.
Use on the road	• Operator must hold a Class 6 New Zealand Driver's License. • Lights are legally required to be on while driving on the road. • Consider alternative routes to avoid road travel.

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Training required	• Everyone needs to be trained on the farm specific 2-Wheeler, no matter how many years they have been riding. • Training must show you're competent, or you ride under supervision until you are.
Emergency equipment	• Mobile phone/Radio. • First Aid Kit. • Consider the use of a Personal Locator Beacon. • Plan your route before you head out.
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	• 2-Wheeler Manufacturers Operating Manual • WorkSafe: Safe use of two-wheeled motorbikes on farms. • Company Policies and Procedures - Risk Register, Emergency Response Plans.

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WHAT CAN GO WRONG?	
Potential	How can we avoid it?
Riding the 2-Wheeler bike	• Riders should have the knowledge, skills and training necessary to operate a 2-Wheeler or be supervised until they are assessed as competent. • All 2-Wheeler bikes are different, familiarise yourself with the one you're using. • Make sure you can operate hand and foot controls and that your feet can sit flat on the ground without leaning the 2-Wheeler over. • Ride actively (shift body position to maintain stability, smooth braking). • Consider if it is reasonably practicable to fit a GPS Device for driver behaviour monitoring.
Loss of control of the 2-Wheeler	• Always wear a well-fitting appropriate helmet and make sure it's done up tight. • To help balance the bike, press your knees against the petrol tank. • Select the right gear before going up or down hills and use the throttle to avoid wheelspin. • Use both brakes to come to a stop. Apply the front brake slightly before the back. • Always squeeze the brakes; never grab them abruptly. • 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.

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Potential	How can we avoid it?
Carrying passengers/ Children on 2-Wheelers	• Never carry passengers on a single-seat 2-Wheeler. • No children under 16 to ride adult sized 2-Wheeler. • Remove the key when not in use.
Mechanical failure	• Pre-start checks completed. • Service the 2-Wheeler regularly to manufacturers recommendations. • Immediately investigate anything unusual happening with the 2-Wheeler. • Wash the bike regularly. When cleaning your bike, don't direct high-pressure hoses at the bearings.
Personal factors	• Stop the 2-Wheeler and get off before doing something else. • Never ride a 2-Wheeler under the influence of drugs or alcohol.
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 tow trailers. • Keep within load limits stated by manufacturer. • Don't carry loads across your knees or sit on items placed on the seat. Use the front and rear carriers. • Only use attachments designed for and compatible with the 2-Wheeler.
Working on a public road	• 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	✓ Check fuel and oil. ✓ Try the front and rear brakes, one at a time. ✓ 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	• Tell the manager if the 2-Wheeler needs maintenance or repairs. • If the 2-Wheeler isn't safe to use, take the keys out and give them to the manager. • Keep the 2-Wheeler serviced to manufacturers recommendations.
Fuelling	• Stop on flat ground. Place kick stand onto firm ground. Take the 2-Wheeler out of gear. Turn off the 2-Wheeler. • Don't sit on the 2-Wheeler while you're filling the tank. • Tighten the fuel cap once you're done. • No smoking or sparks anywhere near the 2-Wheeler while fuelling.

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Safe operating procedure steps	Riding and planning: • Choose the right vehicle for the job. Is the 2-Wheeler the right vehicle today? • Make sure you can operate hand and foot controls and that your feet can sit flat on the ground without leaning the 2-Wheeler over. • Rider must be trained and experienced. • Wear a properly fitted, tightly done up helmet. • Plan your route. If in doubt, find a new route. • Tell someone where you're going and when you'll be back.
	Starting the 2-Wheeler: • Mount the bike and get seated in a comfortable position. • Check bike is in neutral position. • Start the bike & move forward checking brakes are functional.
	Riding safely: • 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, with both hands on the handlebars. • Ride actively (shift body position to maintain stability). • 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. • Ride to the conditions within your ability.
	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.

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Safe operating procedure steps (Continued)	Handling slopes: • Go up and down slopes, not across them. • Going downhill: shift body back with arms outstretched. • Dismount and walk steep or unfamiliar terrain before riding it.
	Loads, passengers and limits: • No passengers on single seat 2-wheelers. • Stay within load limits and choose ways to carry items safely without having to use hand to hold items or sit on items while riding. • Only use attachments designed for the 2-Wheeler. • No children under 16 on adult sized 2-Wheelers. • Follow farm speed limits and avoid no-go areas.
Post work	• Stop on flat ground. Place kick stand onto firm ground. Take the 2-Wheeler out of gear. Turn off the 2-Wheeler. • Remove the keys (if bike to be left unattended). • Clean as necessary – particularly if very muddy.