

# Operating quad bikes and side-by-sides

### General Information

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<b>Last Revision Date</b>	February 2024
<b>Related Policies &amp; Documents</b>	<ul style="list-style-type: none"> <li>• Machinery Operation &amp; Maintenance Policy</li> <li>• Mobile Phones in Machinery Policy</li> <li>• Working Alone Policy</li> <li>• Fuelling Machinery &amp; Vehicles</li> </ul>

### Responsibilities

Position	Duties
<b>Employer</b>	To provide workers with safe equipment and workplaces, appropriate PPE for the task, adequate training & ongoing supervision.
<b>Workers / Operators</b>	<p>To follow these Safe Work Procedures and the Operating Manual from the Equipment Manufacturer.</p> <p>Inform your Manager of potential hazards in performing the task. Fuel, grease and maintain the equipment, report any equipment faults as soon as practical, and <b>do not</b> operate faulty equipment.</p> <p><b>Immediately stop performing a task if you feel unsafe</b></p>

### Job Task Assessment

Job Task	Hazards	Hazard Control
<b>Refuelling</b>	Fuel spills on skin or environment	Take your time when refuelling, do not walk away, and be careful of any splashbacks on skin and near eyes. Clean up any spills immediately.
<b>Driving over steep or unstable ground</b>	UTV roll over on steep terrain	Drive extra slowly over steep terrain and avoid steep terrains where possible. Drive to the conditions to avoid over balancing and tip overs. Do not chase livestock on quad bikes.
<b>Operating 4-wheeler around people, objects, other machinery, buildings, vehicles, powerlines</b>	Crashing and causing injuries to people and damage to property	Always drive extra slowly in the yards and drive to the conditions in the paddocks and on roads. Give way to livestock, people & machinery.
<b>Spraying weeds and carrying loads</b>	Movement of load causing side-by-side to roll over	<b>Do not use quad bikes to carry loads!</b> Do not overload side-by-sides

# People in Paddocks

## Safe Work Procedures (SWP)






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		and ensure any loads are balanced and secured. Do not exceed load limits – refer to a compliance plate or check with a Manager. Use baffle balls inside liquid tanks where possible to minimise movement.
<b>Leaving 4-wheeler switched on to check operations or open gates</b>	Run over or crushed against a gate if machine is still in gear or on a sloping surface	Always ensure the machine is out of gear & in park before disembarking. Stop well before any gates that need opening and stop on a flat surface.

### Skill Level / Training Required:

<b>Licences / Certificates:</b>	<p style="background-color: yellow;"><b>DO NOT OPERATE A QUAD BIKE OR SIDE-BY-SIDE PRIOR TO:</b></p> <ul style="list-style-type: none"> <li>• Being familiar with the Operator’s Manual</li> <li>• Reading &amp; fully understanding these Safe Work Procedures</li> <li>• Undergoing thorough practical training whilst Supervised</li> </ul>
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### Personal Protective Equipment:

<b>Personal Protective Equipment</b>	 <small>SAFETY FOOTWEAR MUST BE WORN ON THIS SITE</small>	 <small>PROTECTIVE CLOTHING MUST BE WORN IN THIS AREA</small>		 <small>SEAT BELTS MUST BE WORN</small>	 <small>SAFETY GLOVES MUST BE WORN</small>
	<b>Protective Boots (essential)</b>	<b>Protective Clothing (essential)</b>	<b>Protective helmet (essential quad bikes)</b>	<b>Seat Belts (essential side-by-side)</b>	<b>Safety Gloves (for tasks)</b>

### Operating Procedures

<b>Important Note</b>	<p style="text-align: center; color: blue;"><i>Quad bikes are a leading cause of Injuries and deaths on Australian farms!</i></p> <p>Side-by-sides are marginally safer but still present many dangers. Most deaths are due to crush injuries, asphyxiation associated with rolling over, or by injury associated with the victim being flung onto a hard surface as a result of a crash.</p> <p style="text-align: center; background-color: yellow;"><b>Always work SLOWLY and CAREFULLY</b></p>
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<p><b>Pre-Operational Procedures</b></p>	<p><u>Perform a pre-start check including:</u></p> <ul style="list-style-type: none"> <li>• Ensure ROPS (roll-over-protection structures) are in good condition.</li> <li>• Check all fluid levels and top up if necessary.</li> <li>• Ensure that any load in the cargo area is secured (side-by-side).</li> <li>• Ensure that all lights and warning devices are operational.</li> <li>• Check all tyre pressures and ensure tyres / rims are not damaged, cracked or spiked. Check wheel nuts are tight.</li> <li>• Check that the UTV has been greased recently and if in doubt, grease the entire machine and ensure any guards are secured after greasing.</li> <li>• Make sure windows and mirrors are clean and not cracked or broken.</li> </ul> <p><b>Faulty equipment must not be used, immediately tagged out and reported to the Manager</b></p>
<p><b>Operating Procedures</b></p>	<ol style="list-style-type: none"> <li>1. Inspect the floor and spare seat of the side-by-side, and secure or stow away any loose objects.</li> <li>2. Always wear a helmet on a quad bike - securely fastened, and always wear a seatbelt on the side-by-side and close any doors and/or secure mesh sides.</li> <li>3. When reversing up to an attachment and a colleague is helping you, make sure that they are not standing between you and the attachment at any time that the machine is running.</li> <li>4. When moving on internal farm roads do not exceed 40 km per hour – slower when pulling attachments or driving near people, livestock, property or machinery.</li> </ol> <p><b>Accidents can happen at 5km per hour on a quad bike! Drive extra carefully at all times</b></p> <ol style="list-style-type: none"> <li>5. Conduct a Take 5 paddock check to assess the area before you start working by taking note of any hazards; ruts, water pipes, gullies, trees, uneven ground, structures, power lines or other obstacles. If in doubt, check with the Manager.</li> <li>6. Check the slope of the land to ensure the vehicle is safe from rolling over. Drive extra slowly over sloping ground.</li> <li>7. Clear the area of obvious hazards.</li> <li>8. Look over both shoulders when reversing. Always be aware of your surroundings.</li> <li>9. At the completion of operation; refuel, clean off any mud, grain, dust or grasses, and return the machine to its designated parking spot.</li> <li>10. Remove all rubbish from inside the side-by-side.</li> </ol>

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### Operation of this Procedure

If you are unsure or unclear about any aspect of this Safe Work Procedure, or any procedural step required to safely perform the task, please seek further assistance, and do not engage in such activity.

Any employee who does not abide by this Safe Work Procedure will be subject to disciplinary action which may include dismissal with or without notice, depending on the severity and gravity of the offending conduct.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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