**CARRYING PASSENGERS ON QUAD BIKES POLICY**

**NAME OF FARM**

**PURPOSE:** *The purpose of this policy is to set the expectations with regards to carrying passengers on quad bikes designed to carry one person. This policy forms part of our Health and Safety system and is also part of the terms and conditions of employment on this farm.*

**POLICY:** In order to ensure that all workers, visitors and others who may use a quad bike while on this property or as part of their employment remain safe, the following policy and procedures apply:

* Always use the right vehicle for the job. If you need to take a passenger on farm in the first instance use a suitable vehicle such as a ute, side-by-side or utility vehicle.
* You must plan ahead to **avoid a situation** where you may need to carry a passenger on a quad bike.
* Children **should not** be carried as a passenger on a quad. This is particularly dangerous as they will not have the skill, weight, strength and mental development needed to ride safely as a passenger.
* A child may only be carried as a passenger if there is **no alternative.** If you decide that there is no reasonable alternative, then you need to control the risks you’ve identified (e.g. take a safer route).
* The risk increases if children are left alone on/or near quad bikes. Always remove the key if leaving the quad unattended when children are present.
* You may only carry a passenger if there is **no reasonable alternative.** If this is the case you will need to carry out a risk assessment and consider; a) the terrain, b) the ability of the rider and passenger c) any other farm-specific relevant factors.
* If, after completing a risk assessment, you decide there is no alternative you must control the risks you have identified by taking appropriate actions such as;
  + rider and passenger wearing approved helmets
  + only experienced quad bike riders should attempt to carry a passenger
  + speed must be suitable for the conditions and not exceed 20kms/hour
  + identify on farm no-go zones for carrying passengers safely, make sure all workers know about them
  + passengers must sit on the side of the rear load carrier, face forward and keep legs within the frame of the bike
  + use the weight of your passenger to suit the terrain i.e. uphill side when traversing an incline
  + brief the passenger on their responsibilities to keep safe and to listen to your instructions
  + your passenger should be able to ride physically unsupported and be able to react quickly to your instructions

If you are observed carrying a passenger on a quad bike by a WorkSafe Inspector, they will ask you about the circumstances and want to know about your risk assessment and steps taken to control any risks. You will need to be able to provide this information, and it is strongly recommended that you have all risk assessments documented.

Refer to WorkSafe NZ Fact Sheet: Carrying a Passenger on a Quad Bike Designed for One Rider.

Failing to adhere to this policy is considered to be serious misconduct and may result in disciplinary action being taken, up to and including potentially being dismissed from your employment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge I have read and understood the above Carrying Passengers on Quad Bikes Policy and will follow these requirements.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_