**QUAD BIKE SAFE OPERATING PROCEDURE**

**DO’s**

* Always wear correct personal protective equipment including an approved helmet and closed in footwear.
* Familiarise yourself with the bike and manufacturers guidelines before riding.
* Always train all riders, and continue to supervise inexperienced workers in the use of quad bikes. Keep the training records.
* Let people know here you are going and what time you will be back on the quad bike.
* Look out for wires, tape gates across races, irrigation pipes or other hazards you could run into.
* Ask yourself – is the quad bike the right vehicle for the job?
* No one under the age of 16 should operate an adult quad bike as they may not have the weight, strength or metal awareness to do so safely.
* Restrict unauthorised access to the quad bike. Remove the key when it is not in use or left unattended.
* **Always report accidents and incidents as soon as practicable to the Manager/Supervisor.**

**PRE-OPERATIONAL CHECKS**

* Always check the bike before using including checking the brakes, tyres (pressure and condition), steering and throttle before riding. Are they working correctly?
* Keep the motorbike clean and regularly maintained in accordance with the manufacturer’s specifications.
* Ensure you are aware of the location of the nearest fire extinguisher and first aid kit before starting work.

**OPERATIONAL GUIDELINES**

* Always adhere to the manufacturers recommendations when using the quad bike.
* Always ride sitting astride the bike with feet on the foot plates, don’t stand up. Keep both hands on the handlebars. Use active riding techniques.
* Drive at lower speeds on concrete or paved surfaces as the handling of a quad bike changes on those surfaces and it can difficult to turn or change direction.
* Wherever possible, stop the quad bike before performing another task i.e. opening a gate.
* Travel with caution over unfamiliar ground, rough or uneven surfaces and in long grass as this may conceal potentially dangerous hazards such as branches.
* Establish no-go zones for dangerous areas and mark these on the farm map. Make sure all everyone is aware of them.
* Be aware of the environment and weather conditions as they may affect handling of the quad bike.
* Keep within the manufacturers guidelines for towing and carrying limits. Stopping and braking distances change when carrying and towing loads.
* Be alert to how loads can shift during transport, always secure loads, keep the height low and take care when towing liquids i.e. milk feeders.

**POTENTIAL RISKS**

* Eye and face injuries from falls or objects such as low branches.
* Crushing, bruising and cuts from rollover accidents.
* Repetitive strain injuries from too much riding and bike work.
* Hair/clothing/jewellery/hands might get caught in moving parts.

**DON’TS**

* Ride under the influence of alcohol or drugs.
* Don’t carry a passenger unless there is no reasonable alternative (refer to the Carrying Passengers Policy).
* Attempt to use a quad bike unless you are trained and allowed to do so. Don’t leave inexperienced operators unsupervised until they are assessed as competent.
* Don’t speed – adhere to the safest speed for the conditions and terrain. Always abide by the farm speed limit.
* Don’t use faulty or poorly maintained quad bikes, report any faults or damage as soon as practicable to the Manager/Supervisor.

This does not cover all possible risks associated with the equipment and should be used in conjunction with other references. It is designed as a guide to compliment training and as a reminder to users of quad bikes. This information is based on material published in manufacturers operating guides.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge I have read and understood the information, and will follow these procedures when working with a quad bike.

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