**4x4 VEHICLE OFF-ROAD SAFE OPERATING PROCEDURE**

**DO NOT use a 4 wheel drive capable vehicle off road unless you have been trained and been given permission.**

**PERSONAL PROTECTIVE EQUIPMENT**

Always wear closed in footwear.



Always wear a firmly fitting seatbelt

**DO**

* Familiarise yourself with the vehicle including the manufacturer’s guidelines and recommendations or owner’s manual.
* Always supervise and train workers in the use of 4 wheel vehicles off road including methods for steep ascents/descents, stalling, loss of traction, crossing streams, humps/ditches etc
* Remember to let people know where you are going.

**PRE-OPERATIONAL SAFETY CHECKS**

* Check the brakes and tyres, check the steering, check the accelerator control. Are they working properly?
* All drivers must be trained/ experienced.
* Adjust the seating positions to suit the occupants and firmly fit seatbelts.
* Keep the vehicle clean and regularly maintained in accordance with manufacturer’s specifications.
* Before you drive the vehicle off road ask yourself whether this is the right vehicle for the job.
* Restrict unauthorised access to vehicles.
* Never drive under the influence of drugs or alcohol.
* Ensure you are aware of the location of the fire extinguisher and first aid kits prior to the commencement of work.

**OPERATIONAL SAFETY CHECKS**

* Keep within the relevant on or off road speed limit.
* Only licensed drivers are allowed to drive on public roads.
* Passengers must be within the confines of the vehicle to avoid injury.
* Adhere to the manufacturer’s recommendations when operating the vehicle in 4 wheel drive.
* Remain alert at all times.
* Recognise dangerous areas by establishing ‘no-go’ zones.
* Be aware of the environment and weather conditions, plan your route and take the easiest options.
* Keep within manufacturer’s towing or carrying limits, Off road handling of 4 wheel drive vehicles changes when towing.
* Be alert to extra stopping and braking distances when carrying loads.
* Be alert to how a liquid load may shift and affect the stability of the vehicle.
* All loads are to be kept as low as possible and well secured.
* Use correct driving position, wind windows up ¾ way, grip the steering wheel with the thumbs outside of the steering wheel to avoid injury if the wheel is snatched by rough terrain.
* Look out for wires, race tapes, irrigation pipes and other hazards that you could run into in the vehicle.
* **ALWAYS REPORT ACCIDENTS AND INCIDENTS AS SOON AS PRACTICABLE.**

**POTENTIAL RISKS AND INJURIES**

* Eye & face injuries
* Crushing risks.
* Cuts and abrasions.
* Repetitive strain injuries.
* Hair/clothing/jeweller/hands getting caught in moving machine parts.

**DON’T**

* Use faulty equipment. Immediately report any faults or damage to your manager/supervisor.
* Carry passengers on the back of vehicles (utes/trucks),
* Attempt to operate the 4x4 vehicle off road unless trained and authorised to do so.
* Leave inexperience drivers unsupervised until competency is achieved.

**This does not necessarily cover all possible risks associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.**

***This information is based on material published in manufacturers operating guides.***

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge I have read and understood the above safe operating procedure and will follow this procedure when working with a 4x4 vehicle in the workplace.**

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**