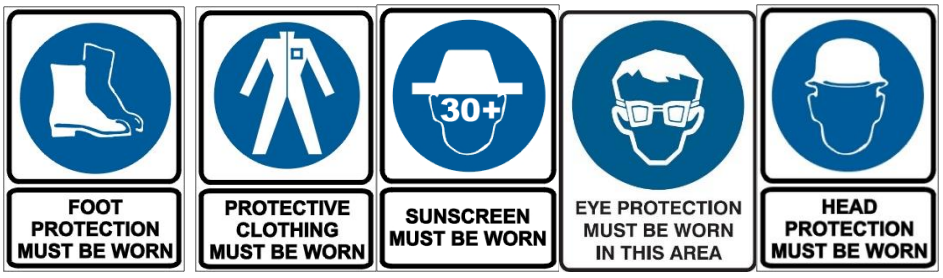
# Safe Operating Procedures

# SOP 16 – Quad Bike Operation

**DO NOT proceed in this operation unless appropriately instructed in its safe use and operation and permission to operate has been given.**

## COMPULSORY PPE




## PRE-OPERATIONAL SAFETY CHECKS

1. The operator must always wear an approved helmet when riding the Quad bike. Eye protection must be worn such as Goggles or Helmet with visor.
2. There are no circumstances when the Quad Bike can be operated without the rider wearing a helmet.
3. Check that all guards are in place, properly secured, and functional. Ensure gear and foot brake levers are in good order and move easily.
4. Ensure CPD (ROPS) in sound condition and not loose.
5. Check all fluid levels and top up if necessary.
6. Ensure that all lights and warning devices are operational.
7. Check all tyre pressures and ensure tyres are not damaged, cracked or spiked.
8. Check quad for reverse gear levers, low range gear levers and for 4WD levers (model dependent)
9. Faulty equipment must not be used. Report suspect machinery immediately.

## OPERATIONAL SAFETY CHECKS

1. Climb onto quad bike ensuring three points of contact (hands on handlebars and foot on footrest).
2. Ensure park brake is on.
3. Ensure gear lever is in neutral position.
4. Turn ignition key to on position, check all warning lights and press ignition button to start the engine. Inspect all instrumentation for correct operation.
5. Transmission can be changed by lifting the gear lever (automatic clutch) to change to higher gear and by decelerating and depressing the gear lever to lower gear.
6. Carry out operation check of steering and brakes before commencing work order.
7. When filling quad with fuel ensure engine is off and park brake is on. Ensure filler cap is clean before opening and secure when tank is filled.
8. DO NOT carry passengers or overload the quad bike.
9. OPERATE THIS VEHICLE AS PER THE OPERATOR MANUAL INSTRUCTIONS AT ALL TIMES.
10. When moving on internal farm roads do not exceed 40 km per hour on farm at any time.
11. If there is a trailer or spray tank attached, only travel to the rated speed which will be detailed in the manufacturers operating manual.
12. Survey area to be worked. Travel only on farm tracks or as directed to avoid obstacles in the work site.
13. Check slope and terrain of the land to ensure the quad (and equipment) is safe from roll over. Clear area of

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obvious hazards.

14. Always operate the quad bike with both feet on the foot pegs and both hands on the handlebars
15. Always work SLOWLY and CAREFULLY.
16. Always look over both shoulders when reversing.
17. Use a slow speed when turning. If 4WD or low range is engaged, quad will have a larger turning circle and will be heavier to steer.
18. When stopping ensure you use front and rear brakes to slow the quad. Do not use rear brake only as the majority of stopping power comes from the front brakes. Do not skid wheels when braking.
19. At completion of task, place all control levers in neutral position, apply park brake, turn off engine and remove keys.
20. Maintain 3 points of contact when you climb off the quad.
21. At the completion of operation, clean all machinery with high pressure cleaner or air compressor as needed. Ensure all the proper protective clothing/equipment is worn during cleaning operation.

## HOUSEKEEPING

1. Clean away any foreign material, debris from in and wheel arches.
2. Clean quad bike with power washer if required.
3. Park vehicle on level ground with park brake on and remove keys.
4. Grease quad bike regularly and daily when wet.
5. Service vehicle as per manufacturers recommended schedule

## POTENTIAL HAZARDS

1. Contact or entanglement with fences, gate poles and other machinery
2. Rough and uneven ground conditions
3. Machine guards not properly fitted
4. Roll over and crush injury
5. Sticks and flying objects
6. Head Injury
7. Asphyxia

## OTHERS

- **Code of Practice – Managing Risks of Plant in the Workplace**

## SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:

- COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE STANDARD OPERATING PROCEDURE
- UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISOR TO ENSURESOP SIGN OFF

All completed SOPs are to be recorded in TRIM Container A17/2181 utilising a TRIM license in your School/Business Unit. Completed SOPs are to be published on Safety Hub for ongoing utilisation.

This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

# Safe Operating Procedures

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

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