# (Your Business Name Here) – Safe Work Procedure

# QUAD BIKE

**DO NOT use this equipment unless you have been instructed**

**in its safe use and operation and have been given permission**

## PERSONAL PROTECTIVE EQUIPMENT

* Wear an approved helmet.
* Wear suitable clothing, including long trousers and boots.
* Consider wearing high visibility clothing if working remotely, or near/on a road.
* Have appropriate communication (i.e. mobile phone or 2-way radio) available

## PRE-OPERATIONAL SAFETY CHECKS

* Follow manufacturer’s recommendations and warning labels.
* Locate and ensure you are familiar with all machine operations, controls and warnings.
* Check fuel, tyres, guards, drive line and brakes as recommended by the manufacturer.
* Always tell someone where you are going and estimated time of return

## OPERATIONAL SAFETY

* Do not carry passengers or any load that is not suitable and secured.
* Observe speed limits and no-go areas.
* Drive at speed slow enough to keep control over unexpected hazards.
* Travel up/down slopes rather than across, taking extra care when ascending or descending slopes or riding over uneven ground.
* Take care when refuelling to avoid spilling fuel onto hot motor or exhaust.
* Ensure no person or animal is endangered when operating equipment.
* Advise your supervisor of any mechanical problems and do not ride a quad bike that is not in good repair

## ENDING OPERATIONS

* Park on even ground.
* Lock the parking brake.
* Stop the engine and remove the keys.

## AFTER USE

* Remove any foreign material from in and around engine parts.
* Check for damage and report if found.

## POTENTIAL HAZARDS AND INJURIES

* Rollover
* Collision
* Eye injuries
* Crush injuries
* Head injuries

## DON’T

* Do not use faulty equipment. Report suspect machinery immediately.
* Do not drive in excessively poor conditions (weather, visibility or surface).
* Never carry passengers.

**This SWP does not necessarily cover all possible hazards 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.**