



Safer Farms, Safer Farmers

## Toolbox Talks

### MANAGER'S INSTRUCTIONS

- Ensure all participants have a copy to refer to and make notes
- Ensure you write the name of your farm, record the date and have all participants sign the master copy (*which should be kept as part of your farm's WH&S records*)
- Ensure your *Toolbox Talk* is done in a location suitable for the topic
- **Engage** with each other, ask questions and give everyday examples.



### WE ALL NEED TO REMEMBER

- If you are **unsure of anything** or feel that something you have been asked to do is dangerous, **DO NOT begin the task**. **ASK for assistance** or more information and we will work together to find a safe way to do the job or solve the problem.
- Ensure you are aware of the location of the nearest First Aid Kit.
- Make sure everyone is fit for work, free from signs of fatigue, drugs or alcohol. If in doubt, **ask** or talk to your manager.
- This farm is a workplace, but may also be a place of residence for the owner, their managers and employees. Be **vigilant** for children and bystanders at all times. Refer to [Child Safety on Farms](#)
- **The safety, health and wellbeing of all who live on, work on and visit this farm is the most important responsibility we all share.**

Even if we are busy and under time or financial pressures, **safety MUST come first.**



**Farmsafe**  
AUSTRALIA

# A Practical Guide Quad Bike and SSV Operation

Quad bikes and Side by Side Vehicles (SSV) are used widely across the agriculture industry. These vehicles are very useful on farms.

Unfortunately, in the last 10 years, quad bikes have been the most common agent of injury and, in all but 4 years, the most common agent of fatalities on-farm. The danger of these vehicles is in the way they are operated – **get to know the vehicle, get trained by recognised training providers, learn the risks, consider the consequences of your decisions and know the vehicle's limits.**

**Accidents resulting in serious injury or death** may involve a lack of training, recklessness, negligence of the driver caused by speed, the absence of an operator protection device (OPD), variability of terrain, poor maintenance, carrying loads that they are not designed for, not wearing PPE such as helmets and children driving adult-sized machines.

These vehicles are designed to have maximum maneuverability and they generally have a high centre of gravity, low tyre pressure, narrow wheelbases and short turning circles. The **biggest risk** is that they will easily flip over.

#### FROM OCTOBER 11, 2020

**New Australian Safety Standard applies for new and imported quad bikes.**

Refer to [Product Safety - Quad Bike](#) or [Supplier Information](#).

#### THEY MUST:

- Conform to Australian Standards.
- Have a warning label – a sticker detailing how to avoid situations where a rollover can occur.
- Owner Manual with similar information.
- Yellow hanging tag which shows the angle a quad bike will roll over on a slope or terrain.
- Have a spark arrester conforming to Australian Standards.

#### FROM OCTOBER 11, 2021

- New and second-hand imported utility quad bikes must have a minimum level of stability and have an OPD (Operator Protection Device).



**A MUST**

## Risk Management Tools

[DOWNLOAD ONLINE MATRIX](#)

**Use this simple and effective tool to assess and manage the risk of your farming activities prior to commencing. All team members can join in and contribute, developing different ways to manage risks on your farm.** Doing a risk assessment helps determine hazards and develop appropriate control measures to lessen the risks.

### BEFORE OPERATION

- **Ask yourself** is this the safest vehicle for the job to be done?
- **Never** allow riders under 16 years old to operate a quad. Refer to [Child Safety on Farm](#).
- Approved Rollover Protection (ROP's) and Operator Protection Devices (OPD's) **decrease the risk** of being crushed or asphyxiated beneath the vehicle if it rolls over.



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### EMERGENCY CONTACTS

In case of emergency, **CALL 000** or your local emergency service provider, then call your manager or supervisor.

**POLICE** .....

**AMBULANCE** .....

**FIRE** .....

**POISONS 13 11 26**

Poisons Information Centre

Some people might have worked on a farm before, but...

- Have they worked on your farm?
- Do they know how you run your business?

### OTHER RESOURCES

- Are you aware of your legislative responsibilities? Legislation may differ from state to state and it is your responsibility to be aware of what is required by law.
- Quad Bikes
- Safety of Quads and Side-by-Side

Install an approved Operator Protection Device (OPD) if not supplied by the manufacturer.

- **DO NOT** use any of these vehicles if you haven't been instructed in how to use them safely.
- Undertake regular inspections, including checking tyre pressure, and complete necessary **repairs** and **maintenance** for the machine
- **Always** carry a charged mobile phone, CB radio or lone worker device in case of an emergency.
- Assess the route, weather conditions and terrain. Check for hidden rocks, hollows, water and other hazards.

### OPERATION OF THE VEHICLE

- **ALWAYS** start and use the machine according to manufacturer's instructions. **DO NOT** exceed the carrying capacity of the vehicle.
- Helmets should always be worn. Appropriate personal protective equipment (PPE) such as goggles, protective clothing, gloves and sturdy footwear should also be worn.
- Wear seatbelts if provided.
- Don't use ropes or chains to drag a load as they can become entangled in the wheels.
- Always operate with **both hands** on the handle bars/steering wheel for safe control of machine, especially on uneven terrain.

### POST – OPERATION

- Park the vehicle on even ground.
- Check and **maintain** vehicles, completing repairs as needed. Add servicing and repairs to the Service Manual.

### OTHER RISKS ASSOCIATED WITH QUADS AND SSV'S

- Children under the age of **16 MUST NOT** drive, operate or help operate quads or SSV's.
- **NEVER** carry passengers, including children, on quads as the bike stability can be adversely affected and this increases the risk of rollover.
- Quad bikes are not suitable for towing loads including liquid loads, such as spray tanks.
- Vehicles used on roads must comply with road transport legislation. Drivers must hold the appropriate licence to drive on the road – **Ensure** you check as this may differ between states or relating to international driving licences.
- Practice driving the vehicle and engage in appropriate training. Ensure that safety hazards have been assessed and mitigated. Ask for more training **if you are unsure. Safety is your responsibility.**
- **Be aware** of potential changes to terrain and speed which may make the vehicle unstable and affect the 'Centre of gravity'.

## Comments / Suggestions

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## Toolbox Talks

OPERATION NAME: ..... MEETING LEADER: .....

LOCATION: ..... DATE: .....

### PARTICIPANTS

1. NAME: ..... 4. NAME: .....

SIGNATURE: ..... SIGNATURE: .....

2. NAME: ..... 5. NAME: .....

SIGNATURE: ..... SIGNATURE: .....

3. NAME: ..... 6. NAME: .....

SIGNATURE: ..... SIGNATURE: .....



Australian Government  
Department of Agriculture,  
Water and the Environment

This project is supported by the *Department of Agriculture, Water and the Environment*, through funding from the Australian Government's National Farm Safety Education Fund.