

## Coaching Guide 8

# Safety around Side-by-side vehicles

**Aim: To make clear the rules about side-by-side vehicle use and the consequences for not following the rules**

The policy on side-by-side vehicle use is in place to ensure that they are operated without risk to operators or others. Rules include authorised use only and safe use (e.g. observing speed limits, 'no go' zones, and wearing PPE where required). There are significant consequences for employees if they do not follow these rules. At the end of the coaching session, employees will be able to recall the rules on-farm and describe the reasoning behind why the rule is in place.

**As an employer or person conducting a business on the farm, you have a legal responsibility to ensure that everyone who uses vehicles is safe.**

**Note: this coaching guide is about the rules on the farm. It is NOT designed to assist with training your employee to use a side-by-side vehicle.**

### Before coaching starts

**Does the employee have prior training, knowledge or experience using side-by-side vehicles?**

**Will your new employee need to use a side-by-side vehicle to do their farm tasks?**

If yes, you will need to plan the required training, supervision and induction.

**Prepare yourself to discuss the safety concerns of using side-by-side vehicle on your farm.**

- Side-by-side vehicles have been chosen by many farmers to replace quad bikes. Side-by-side vehicles are more stable, can take a passenger, carry a load and tow a trailer. They must still be used in a safe way.
- Standard Operating Procedures (SOPs) describe the following for safe use of side-by-sides
  - Do not carry anyone other than the driver and one passenger.
  - If carrying a load, ensure it is secured.
  - If towing, do not exceed recommended weight (for trailer and contents). Pull only from the drawbar.
  - Observe speed limits and no-go areas. Drive at a speed slow enough to keep control over unexpected hazards.
  - Wear suitable clothing and appropriate PPE.
  - Advise your supervisor of any mechanical problems and do not use a side-by-side that is not in good repair

**Be clear about the rules in your policy.** For example: 'We are absolutely committed to reducing the risk of injury associated with the use of vehicles on this farm and the following rules apply in all circumstances'

- Only authorised tasks involve the use of side-by-side vehicles
- All authorised operators are to be trained, inducted and competent in the vehicle to be used.
- Road use is limited to registered side-by-side vehicles and current vehicle licence holders.

- The Safe Operating Procedures (SOPs) must be followed

**Make sure your employee has access to your side-by-side vehicle policy** and use it to talk to your new employee about the rules.

**Be clear about the consequences of not following the policy** and the rules on-farm. Disciplinary action, dismissal, or termination of contract.

## Farm rules about side-by-side vehicle use

- Discuss that side-by-side vehicles have been chosen by many farmers to replace quad bikes. Side-by-side vehicles are more stable, can take a passenger, carry a load and tow a trailer. BUT they must still be used in a safe way.
- Clearly outline the rules to the new employee, as based on your farm policy. Suggestions for your policy and what rules to cover are given above on page one.
- Remind the employee that the SOP has requirements for PPE, speed limits observed, loads are secure and appropriate weight etc
- Get the employee to repeat the rules to you, to ensure understanding. Use the questions below to also support this discussion.
- Role model safe behaviour at all times as a coach - as per your farm's SOP

Show your new employee where to find policies and SOPs on Dairy Passport, or on the farm.

Explain who is an 'authorised person'

Reinforce the consequences if the rules are not followed

**Can you find the SOP/policy on side by sides on Dairy Passport? Let's do that together now.**

**How do you know if you are allowed to use the side-by-side vehicles?**

**What could happen if you don't follow these rules?**

**Discuss next steps of training, if the employee is to become an authorised user and re-affirm side-by-side vehicles are NOT to be used until competency is confirmed**