



SAFE USE OF (ITEM) DECLARATION FORM – SAFERFARMS.ORG.NZ

NZYF/HS/016
06/01/2016

Event: _____

I acknowledge that by signing this Declaration Form, that I have read and understand the Safe Use of

☐ Quad Bikes

☐ Tractors

☐ Two Wheeled Motorbikes

(please cross out those that are not applicable for this event)

Information sheets (WSNZ_00083.5_FEB 15, WSNZ_00083.6_FEB 15, WSNZ_00083.1_FEB 15)

Quad (tick below)	Tractor (tick below)	2 Wheeler (tick below)	NAME	SIGNATURE

13. SAFE USE OF QUAD BIKES



KEEP SAFE, KEEP FARMING

INFORMATION SHEET - THE RIDER

On average, five people are killed on New Zealand farms each year in work-related quad bike incidents. In addition, there are more than 100 severe injuries each year on New Zealand farms.

KEY POINTS

Riders must be trained/experienced enough to do the job

Choose the right vehicle for the job

Always wear a helmet

Don't let kids ride adult quad bikes

Never carry passengers.

To assess the major hazards and how to control them view page 2

The purpose of this information sheet is to help reduce the risk of injuries and fatalities by providing practical guidance on how to manage various four - wheeled motorbike (quad bikes) hazards. There are estimated to be over 80,000 quad bikes in use on and around farms throughout New Zealand. They might not look it, but quad bikes are powerful and complex pieces of machinery. The rider needs to shift and use their body weight to control the bike. This is called 'active riding'. Quad bike riding skills need to be learned through riding experience and training. Riders who are unfamiliar with the particular quad bike or farm terrain, and/or unskilled in the proper active riding techniques are at increased risk of injury.

The most common types of accident involve people falling off quads, rolling them, or hitting objects. WorkSafe NZ accepts the recommendations in this factsheet as current industry best practice. They will help you comply with the Health and Safety in Employment Act 1992 (the HSE Act).



Accepted Best Practice: Only let people with the right training and experience ride a quad bike. Bike riders must have appropriate riding skills. To check a rider's skills, talk about safe farm bike riding with them and get them to show their skills under direct supervision. Riders must know about the best routes to take, no-go zones and what jobs can be done by bike compared to other vehicles.

The Law: Quad bikes are vehicles designed for off-road use. They are not suited for travelling on public roads, mostly because they are light and offer little protection from other vehicles should you have a collision. Only designated all-terrain vehicles are permitted for use on public roads - and then, only under certain conditions.

To be able to ride a quad bike on public road, you must:

- > register and license the ATV
- > hold a current New Zealand driver licence
- > wear an approved safety helmet when riding them on the road. The only exception is farmers if they're travelling slower than 30km/h, from one part of their farm to another or to an adjoining farm
- > maintain a current warrant of fitness (except if used exclusively as a farm vehicle).

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Health & Safety legal requirements: Employers:

Must take all practicable steps to provide and keep a safe work environment. This includes making sure machinery and systems are safe for employees to use and the provision of personal protective equipment (PPE).) Employers must provide training and supervision of employees.

Employees: must keep safe when they work, and make sure they don't cause to harm anyone around them, including using protective equipment and wearing employer-provided protective clothing. Employees must understand and follow the farm's health and safety practices and procedures.

MAJOR HAZARDS TABLE	
Hazard	Control
THE RIDER	<ul style="list-style-type: none"> > Quad bike riders should have the knowledge, skills and training necessary to operate a quad bike safely, or are closely supervised until they are assessed as competent. > Do not allow riders under 16 years of age to ride a quad bike with an engine capacity over 90cc. > Always wear a helmet while riding a two-wheeled bike. Consider wearing other PPE such as boots, high visibility clothing, goggles and clothing which covers arms and legs > Employers must make sure riders are aware of the hazards associated with operating a quad bike, and the impact of their own behaviour and attitudes on these hazards.
RIDING THE BIKE	<ul style="list-style-type: none"> > Always use good riding techniques including smooth clutch operation, gear changing and effective braking. > Do not carry passengers on quad bikes designed for one person - it will limit your ability to move and you won't be able to control the bike properly > Keep elbows away from the body for strength, and keep arms bent to act as shock absorbers. > Select the right gear before going up or down hills and use the throttle to avoid wheel spin > When you're cornering at slower speeds, the rule of thumb is that you have to move your weight to the outside of the turn. At higher speeds, you move your weight to the inside of the turn. When going straight up slopes, move your body weight forward. Select a low gear and use a steady throttle. > When riding across slopes, keep your weight on the uphill side. Avoid bumps and hollows as these can cause your weight to shift downhill. > Look out for wires, race tapes, irrigation pipes and other objects that you could run into and knock you off the bike. > If possible, stop the bike and get off before doing something else. If it is not possible, keep a slow speed and look at the terrain where you can see hazards or obstructions.
WORKING ALONE AND IN ISOLATION	<ul style="list-style-type: none"> > Tell someone where you are working and when you plan to return. Carry a mobile phone or two-way radio if possible. Have regular check-in times. This will speed up a response if you do not return
PERSONAL FACTORS	<ul style="list-style-type: none"> > Never ride a quad bike under the influence of drugs or alcohol.
CHILDREN ON QUADBIKES	<ul style="list-style-type: none"> > Children, under 12, may ride junior quad bikes, that are designed specifically for them. You must <ul style="list-style-type: none"> - make sure your kids are trained before you let them on any quad bike. Ideally, arrange for them to take a professionally organised riding course. - Make them wear helmets and boots at all times. - Don't let them carry passengers - younger kids, their mates - ever. - Don't let them carry loads - anything that might affect their ability to handle the bike. - Place limits on them. Give them a speed restriction and place limits on where they can go and the type of terrain. - Instil good habits. Learn bad habits early and they're hard to break.

15. SAFE USE OF TRACTORS

INFORMATION SHEET 1 – THE DRIVER

On average, six to seven farmers are killed every year in New Zealand when using farm tractors. Many hundreds have been seriously injured. The majority of injuries involving farm tractors are caused by tractors rolling over or people being tangled in implements and machinery.

KEY POINTS

Operators must be trained/experienced enough to do the job

Always wear a seatbelt if the tractor has a Roll-Over Protective Structure (ROPS)

Do not carry passengers on tractors that do not have instructor seats, ROPS, and safety belts

Ensure PTO shafts and connections are guarded and keep clear when it is engaged

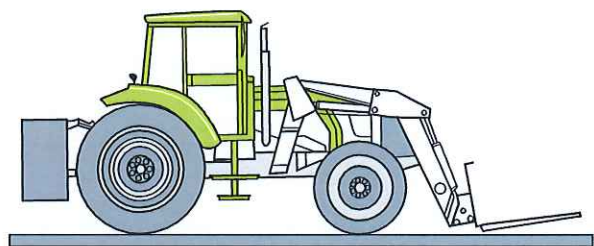
Never jump on or off a moving tractor

To assess the major hazards and how to control them view page 2

This information sheet outlines the main hazards regarding tractors on the farm and provides recommendations on how to eliminate, isolate and minimise them. WorkSafe NZ accepts these recommendations in this guide as current industry best practice. They will help you comply with the Health and Safety in Employment Act 1992 (the HSE Act).

Accepted Best Practice: Give thorough training to all tractor-driving employees. As well as training, employers must make sure that people who don't have the knowledge or experience to drive tractors are supervised by an experienced person. Training should include:

- > An induction for all workers and contractors about hazards, control measures and farm rules
- > and policy, safe work procedures and how to safely use a particular tractor, implement, loader or trailer.
- > On-farm training – experienced co-workers can do this.



- > Direct supervision – provide this for inexperienced operators until they reach an appropriate level of competency.
- > Formal training and accreditation – this provides independent, up-to-date knowledge and best practice.

The Law: Section 61 of the Health and Safety in Employment Regulations 1995, states that in special cases, children over 12 years old can drive or ride on tractors or implements, if they: are fully trained in using the tractor and any implements attached to it and are in a safe position on the tractor or implement are the only child on the tractor. Farmers must still keep young people driving tractors safe and make sure they are not put at risk.

All tractors driven on the road must be capable of getting a warrant of fitness, even if they don't have one. Check that the tractor and any implement or trailer is not too wide and has the correct signage. See NZTA's Vehicle Dimensions and Mass Rule for more information.

Tractor or agricultural vehicle drivers that drive on New Zealand roads must have at least a Class 1 Driver Licence (a car licence), so they will have studied the road code to get the licence. It is the basic guide to safe, legal and considerate road user behaviour in New Zealand.

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MAJOR HAZARDS TABLE	
Hazard	Control
PASSENGERS	<ul style="list-style-type: none"> > Do not carry passengers on tractors without instructor seats, roll-over protective structures (ROPS) and safety belts.
GETTING ON AND OFF THE TRACTOR	<ul style="list-style-type: none"> > When climbing on and off a tractor, always keep three points of contact (e.g. two hands and one foot) with the tractor or ground. Get off facing towards the tractor, the same as you do when getting on. > Never jump on or off a moving tractor. > Clean the steps regularly. You are more likely to slip and fall if the tractor steps are dirty or wet. > Before getting off, always put the tractor in neutral, apply the brakes and disengage the power take-off, even just to open a gate. > If you're leaving the tractor to do something else, shut off the engine.
LOUD NOISE	<ul style="list-style-type: none"> > If the tractor does not have a sound-proof cab, always wear appropriate hearing protection.
USING THE CONTROLS	<ul style="list-style-type: none"> > Always work the tractor's controls from the driver's seat unless the manufacturer has specifically designed controls for use in other positions. Never start the tractor from the ground.
TURNING ON AND CROSSING SLOPES	<ul style="list-style-type: none"> > Never turn down a slope. > Don't work across slopes if your tractor has large diameter, tubeless, low-ground-pressure tyres. > Plan work across slopes so you make turns uphill rather than downhill. > Slow down before turning or crossing slopes. > Keep alert at row ends and make as wide a turn as possible. Apply a single brake in the direction of the turn (left turn, left brake). > Sometimes the up-hill wheel brake can be applied to maintain direction stability. This forces the bottom wheels to drive, keeping the nose of the tractor up-hill, and gives better traction. > Don't do tractor work on steep slopes.
TRAVELLING UP/DOWNHILL	<ul style="list-style-type: none"> > Always drive straight down and up steep hills. > Always select a low gear before driving up/down and apply the throttle to minimise the possibility of the engine stalling. > Engage 'diff lock' before starting a hill, either up or down. > Climb hills with in reverse. > If you lose control, drop any implements into the ground to act as an anchor.
YOUNG PEOPLE ON TRACTORS	<ul style="list-style-type: none"> > Children under 15 years are normally not able to drive tractors or implements. In special cases, children over 12 years old can drive or ride on tractors or implements if, they: <ul style="list-style-type: none"> - are fully trained in using the tractor and any implements attached to it - are in a safe position on the tractor or implement - are the only child on the tractor. > It is important that they only use the tractor for agricultural work, or the tractor is only used to train a child to drive the tractor for agricultural work. > Despite this, farm owners and managers still must keep young people driving tractors safe and make sure they are not put at risk.

17. SAFE USE OF TWO WHEELED MOTORBIKES



KEEP SAFE, KEEP FARMING

INFORMATION SHEET

Every year on average there are 10 deaths on farms caused by farms vehicles. Just one lapse of judgement could cost you your health, your livelihood, or even your life.

KEY POINTS

Riders must be trained/experienced enough to do the job

Choose the right vehicle for the job

Always wear a helmet

Don't allow children to ride adult-sized farm bikes

To assess the major hazards and how to control them view page 2

The purpose of this information sheet is to help reduce the risk of injuries and fatalities by providing practical guidance on how to manage various two-wheeled motorbike hazards.

Many on-farm injuries involve two-wheeled bikes. The common causes are often, not riding to the conditions, not paying attention to the terrain combined with rider inexperience. WorkSafe NZ accepts the recommendations in this information sheet as current industry best practice. They will help you comply with the Health and Safety in Employment Act 1992 (the HSE Act).



Accepted Best Practice: Only let people with the right training and experience ride a two-wheeled bike. Bike riders must have appropriate riding skills. To check a rider's skills, talk about safe farm bike riding with them and get them to show their skills under direct supervision. Riders must know about the best routes to take, no-go zones and what jobs can be done by bike compared to other vehicles.

The Law: The NZTA requires anyone riding a motorbike on the road to have a motorcycle licence (ie a Class 6 driver licence) and follow the road rules. You must ride with your light on at all times. Since 1 November 2009, this is a legal requirement. Riders must wear helmets. Your workplace may include the road or the verge of the road.

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Health & Safety legal requirements Employers: must take all practicable steps to provide and keep a safe work environment including making sure machinery and systems are safe for employees to use. The provision of personal protective equipment (PPE) and ensuring training and supervision of employees.

Employees: must keep safe when they work, and make sure they don't harm anyone around them including using protective equipment and wearing employer-provided protective clothing. As well as understanding and following the farm's health and safety practices and procedures.

MAJOR HAZARDS TABLE	
Hazard	Controls: Best Practice
Using the incorrect/ poorly maintained vehicle for a farming task.	<ul style="list-style-type: none"> > You can manage farm bike hazards by making sure you're using the right vehicle for the job. For example, a side-by-side is better for carrying loads, and a ute is better for taking passengers around the farm. > Read the owner's manual and know the controls, especially when riding new or different bikes. Check the bike before riding – especially if you weren't the last person to use it or you haven't used it in some time. > Follow the regular maintenance programme from the operator's manual, especially for brakes, footrests and controls. > Conduct a pre-ride inspection, every time you mount a motorcycle. Check tyres, light-bulbs, chain-drive, mirrors, brakes, clutch, throttle, fuel and oil. > Wash the bike regularly. When cleaning your bike, don't direct high-pressure hoses at the bearings – this causes mechanical problems. > Always refer to the manufacturer's specifications when deciding whether to carry passengers. > Do not tow trailers with a two-wheeled bike unless the bike and trailer are specifically designed to work together. > Don't allow children to ride adult-sized farm bikes.
Loss of control (causing a crash or fall)	<ul style="list-style-type: none"> > Always use good riding techniques including smooth clutch operation, gear changing and effective braking. > Always wear a helmet while riding a two-wheeled bike. Consider wearing other PPE such as boots, high visibility clothing, goggles and clothing which covers arms and legs. > Place feet horizontally on the footrests, with toes pointed straight when moving. Only put them down when you stop. > Keep elbows away from the body for strength, and keep arms bent to act as shock absorbers. > To help balance the bike, press your knees against the petrol tank. > Use balance and body position to influence stability and performance when cornering and riding on a slope > When riding on steep or rough ground you must move and use your bodyweight to stabilise the bike. Lean forward going uphill and lean backwards going downhill. > Select the right gear before going up or down hills and use the throttle to avoid wheelspin. > Look out for wires, race tapes, irrigation pipes and other objects that you could run into and knock you off the bike. > If possible, stop the bike and get off before doing something else. If it is not possible, keep a slow speed and look at the terrain where you can see hazards or obstructions. > Don't carry loads across your knees. Use the front and rear carriers, if provided.
Working alone and in isolation	<ul style="list-style-type: none"> > Tell someone where you are working and when you plan to return. Carry a mobile phone or two-way radio if possible. Have regular check-in times. This will speed up a response if you do not return.
Personal factors	<ul style="list-style-type: none"> > Never ride a bike under the influence of drugs or alcohol.
Riding on the road	<ul style="list-style-type: none"> > Anyone riding a two-wheeled motorbike on the road must have a motorcycle licence (ie a Class 6 driver licence) and follow the road rules. > Ride with your light on at all times. Since 1 November 2009, this is a legal requirement.