

# SAFE WORK PROCEDURE

## Utility Vehicle – Side by Side

**Do NOT use operate a side by side unless you have been instructed in their safe use.**



Safety glasses must be worn



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing to cover arms and legs must be worn.



Hearing protection should be considered when using this machine for an extended time.



High visibility vest or shirt must be worn

### PERMIT/TRAINING REQUIRED

1. Operators must hold a current and valid Type C Queensland Motor Vehicle License
2. Operators must be authorised by Sunripe to operate this vehicle

### PRE-OPERATIONAL SAFETY CHECKS

1. Check daily: oil, water, fuel, battery and tyres. Do not smoke while doing this check
2. Ensure fire extinguisher is present
3. Do a walk round and check the vehicle is in good condition. Check all nuts, bolts, fasteners, pedals and gauges.
4. The operator must have been found competent in the SWP 'Fuelling' before operation of this vehicle.
5. Be familiar with the controls and know how to stop the engine quickly.
6. Start and operate the vehicle only from the driving position
7. Start and operate the vehicle only in a well-ventilated area
8. DO NOT OPERATE UNSAFE MACHINERY. If the vehicle is not in a safe operational condition, remove the key and advise your Supervisor immediately. The operator is solely responsible for the safe operation of this vehicle

### OPERATIONAL SAFETY CHECKS

Please follow these guidelines when handling all utility vehicles on this site.

- Always operate the vehicle as per this Safe Work Procedure. Failure to comply with the safety instructions may result in personal injury or death
- The vehicle is an off-road vehicle only and is not designed, equipped or manufactured for use on public streets, roads or highways.
- Ensure you are physically and mentally capable of operating the vehicle. If you are affected by poor health, drugs, alcohol or medications; operation of this vehicle is prohibited.

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- Hands, gloves and footwear to be always dry.
- Keep footplates and handholds as clean as practicable.
- Do not climb or step on wet or slippery surfaces
- Do not touch the engine while it is running
- Do not touch the exhaust system while it is hot.
- Be aware of all persons and other vehicles. A safe separation distance must always be maintained.
- Be extremely cautious around other persons and animals
- Watch out for traffic when you are near or crossing roads. Always yield right of way to all pedestrians and other vehicles.
- Signal your intentions early so others know what you plan to do.
- The operator and passenger must remain seated whenever the vehicle is in motion.
- Be alert for and avoid low overhangs such as tree limbs. Ensure there is always ample headroom. Be alert for falling branches.
- The driver and passenger are strongly cautioned to wear safety sunglasses when safe to do so.
- Take occasional breaks. Do not operate the vehicle if tired. Always keep alert.
- Keep all shields, safety devices and decals in place. Replace any or all these items if they are missing, before operation of the vehicle. Do not alter any of these devices unless authorised and qualified to do so
- Familiarise yourself with the layout of the land. Watch for ditches, embankments, and depressions.
- Be particularly cautious when the ground is unstable or slippery or wet.
- Avoid driving in the dark. If you must drive in the dark; drive cautiously and use the headlights
- Use extreme caution, reduce speed and maintain a safe distance around ditches, creeks, ramps, unfamiliar areas or any area that have abrupt changes in ground condition or elevation.
- Never allow unauthorised persons to operate the vehicle.
- No stunt driving or horseplay will be tolerated
- Maintain adequate fuel supply for the vehicle
- Do not operate the vehicle during a thunderstorm.
- Get out of the vehicle and keep away from it if thunder/ lightning clouds approach the work area.
- If maintenance is required or performed on the vehicle, the engine must be cool, and the maintenance register must be updated. Do not attempt to service, maintain, or repair this vehicle unless you are trained and qualified to do so.
- If you are ever unsure of the safe operation of this vehicle, stop and ask your supervisor

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### **BRAKING**

- Use extreme caution when operating the vehicle on wet surfaces, in adverse weather conditions, at higher speed or with a full load. Stopping time and distance will increase under all these conditions.
- Slow down before turning. Do not attempt sharp turns, abrupt manoeuvres or other unsafe driving actions that may cause loss of control of the vehicle.
- Avoid sudden stops and starts. Do not change from forward to reverse or back without first coming to a complete halt.
- If the brakes get wet, test them to ensure they are working. If not, drive slowly while putting light pressure on the brake pedal until the brakes operate correctly
- Decrease the vehicle speed with the cargo box removed and no attachment connected.
- Always shift into neutral and apply the park brake before leaving an idling vehicle.
- Unless there is an emergency; never leave a vehicle until it is completely stationary
- The operator is to keep both hands on the steering wheel whenever possible.
- The passenger is to use the hand holds provided.
- Always keep your arms and legs within the vehicle body.
- Drive slower and turn less sharply when you have a passenger.

### **LOADING & DUMPING**

- This vehicle is designed to carry two persons only. Do not carry other passengers.
- No passengers are ever to ride in the cargo box. They must remain securely in the purpose-built seat beside the operator.
- Properly attach loads and attachments only to the drawbar. Ensure the towed mass is not too great for the safe operation of the vehicle.
- Ensure the combined operator and passenger weight does not exceed the maximum allowed
- Ensure the maximum cargo weight does not exceed the maximum allowed
- Take extra care when the load has a capacity to shift (sand rock or liquid etc.)
- Secure and regularly check all loads.
- Evenly distribute the weight of a load if possible
- When dumping:
  - Do not let anyone stand behind the vehicle
  - Do not dump the load on anyone's feet
  - Release the tailgate from the sides of the vehicle, not from behind
- Only operate the vehicle with the cargo box down and latched.
- Keep hands and body parts clear when lowering the box

### **OPERATING ON HILLS OR INCLINES**

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- Do NOT exceed slopes greater than 12%
- Do not accelerate or slam on the brakes when backing down a hill; especially with a load.
- If the engine stalls or loses headway on a hill; slowly back straight down the hill. Never attempt to turn the vehicle around.
- Never drive across a steep hill; always drive straight up or down or go around the hill
- Avoid turning on a hill
- Reduce your load and the speed of the vehicle.
- Reduce the weight further if the centre of gravity is high
- Avoid stopping on a hill especially with a load. Chock the wheels of the vehicle if you are on a slope and must stop
- Take extra care when the load has a capacity to shift. (sand, rock or liquid etc.)

### OPERATING ON ROUGH TERRAIN

- Reduce speed and load weights when operating on rough terrain, uneven ground, near curbs, holes and other sudden changes in terrain
- Grip the steering wheel loosely around the perimeter. Keep your hands clear of the steering

### ENDING OPERATIONS AND CLEANUP

- Park the vehicle in a safe location, engage the park brake, switch off and secure the keys.
- Clean the vehicle of all debris, leaves, grease, and dirt.
- If the vehicle is on an incline, chock the wheels. Do not have the vehicle facing downhill.
- Maintain logbooks as required for maintenance or other administrative purposes.

### EMERGENCY PROCEDURE

- Ensure the safety of self and other people.
- Whenever possible, the truck and the load to be secured and safeguarded. If pieces are lost from the truck, clean up in order to avoid possible consequences.
- Depending on type of emergency, contact relevant authorities.
- In all circumstances of emergency contact your supervisor immediately

### MAINTENANCE

- If this vehicle requires maintenance; attach the isolation tag, remove the key and advise your supervisor immediately
- Do not attempt to maintain, service, adapt or alter this vehicle unless you are qualified, trained and authorised to do so.
- Do not attempt to repair or service this vehicle on an incline
- Engage the safety props before attempting any work under a raised cargo box
- Use safety props before working under a jacked vehicle
- Ensure others are not in the immediate area when servicing this vehicle

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- Report and clean up any oil spills immediately.
- Do not alter or adapt this vehicle without first consulting the manufacturer's agent
- This vehicle must be regularly serviced

### POTENTIAL HAZARDS

- Collision
- Rollover
- Pedestrians
- Damage
- Personal Injury

### FORBIDDEN

- Do Not use faulty equipment. Report suspected machinery immediately
- Do not operate or idle engine in a non-ventilated area.
- Do not operate near ditches, holes or embankments, which may collapse under the vehicle weight.
- Do not operate on excessively steep terrain.
- Do not leave the vehicle unless the has completely stopped, the transmission is in park position and the parking brake is fully engaged.

**This SWP does not necessarily cover all possible circumstances associated with utility vehicles. It is designed to act as a reminder to users prior to using utility vehicles.**

This SWP is designed as a guide to be used to compliment training by a qualified trainer and / or experienced operator and as a reminder to users prior to using utility vehicles. Version 3 April 2026 Review April 2027