GOVERNMENT OF WESTERN AUSTRALIA

Department of **Local Government, Industry Regulation and Safety**

WorkSafe Western Australia

GUIDE

Quad bikes in the workplace

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Reference

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Foreword

A guide is an explanatory document that provides information on the requirements of legislation, details good practice and may explain means of compliance with standards prescribed in the legislation.

Compliance with guides is not mandatory. However, guides could have legal standing if it were demonstrated that the guide is the industry norm.

This Guide has a workplace focus and is set out in the context of risk assessment and legislative requirements of all responsible persons. Consequently, each workplace needs to understand its limitations and skill base.

The Guide is based on current experience and not claimed to be complete. It is not possible to deal with every situation that may be found at workplaces.

Legislative framework for work health and safety

The *Work Health and Safety Act 2020* (WHS Act) provides a framework to protect the health, safety and welfare of workers in Western Australian workplaces, and of other people who might be affected by the work.

The WHS Act is supported by three sets of regulations:

- Work Health and Safety (General) Regulations 2022 (WHS General Regulations) – applies to all workplaces except those covered by the following regulations
- Work Health and Safety (Mines) Regulations 2022 – applies to mining and mineral exploration operations
- Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022 – applies to onshore and offshore petroleum, pipeline and geothermal energy operations.

How to use this Guide

This Guide includes references to the legal requirements under the WHS Act and WHS General Regulations. These are included for convenience only and should not be relied on in place of the full text of the WHS Act or WHS General Regulations.

The words 'must', 'requires' or 'mandatory' indicate a legal requirement exists that must be complied with. The word 'should' is used to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

Acknowledgement

This Guide has been developed using the WHS Act and the regulations with reference to *Quad bikes on farms – A handbook for workplaces*, produced by WorkSafe Victoria and used by permission.

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Contents

1 Introduction

1.1 What is a quad bike?

A quad bike is a four-wheeled motorised light utility vehicle that rides on low-pressure tyres, with a seat that is straddled by the rider and steered using handlebars. While quad bikes are sometimes referred to as all-terrain vehicles (ATVs), they are not safe for use in all terrains. Quad bikes are a substantial cause of serious injuries or fatalities in workplaces, especially within the agricultural industry.

1.2 What are the risks using a quad bike?

Each year across Australia, workplace incidents involving quad bikes result in many injuries and fatalities. This has caused significant emotional and financial cost.

These incidents often occur when the quad bike rolls over and pins or crushes the operator, causing crush injuries or asphyxiation, generally where the quad bike has not been fitted with an operator protection device. Collisions are also another significant cause of quad bike injuries and fatalities.

Quad bikes tend to have a narrow wheelbase and high centre of gravity, which makes them susceptible to sideways, backwards and forward rollover and may pose an increased risk to the operator over other powered mobile plant such as utility vehicles, four-wheel drives or motorbikes. Consideration should be given to an alternate vehicle to a quad bike to minimise the risk of injury due to rollover.

2 Work health and safety laws

Work health and safety (WHS) laws in Western Australia are contained in the *Work Health and Safety Act 2020* (WHS Act), and the Work Health and Safety (General) Regulations 2022 (WHS Regulations).

What might commonly be known as business 'owners' are referred to as a 'person conducting a business or undertaking' (PCBU) in the WHS Act.

A 'duty' is a legal requirement under the WHS Act.

The most important duty for a PCBU is to ensure, 'so far as is reasonably practicable', to protect the health and safety of workers who are directed by the PCBU and who work at the workplace. This can include contractors and sub-contractors. It also includes visitors to the site.

Other key legal duties include:

- providing a workplace free of risks to health and safety so far as practicable
- making sure plant and structures are safe and maintained to stay safe
- providing and maintaining safe systems of work
- having good facilities such as toilets, lunchrooms and so on, and making sure workers and others have access to them
- making sure everyone receives proper information, training and instruction for the tasks they do
- consulting with others in the workplace to ensure safety requirements are understood by everyone. This includes contractors, sub-contractors and visitors to the workplace
- monitoring the workplace and the health of those in it to ensure there is no illness or injury to anyone
- to adequately identify hazards and have risk management or 'control measures' in place
- providing personal protective equipment (PPE) and making sure it is worn properly.

A person may have more than one duty. Duties are not transferable to others.

Under the WHS Act officers have a duty to exercise due diligence to ensure the PCBU complies with the WHS Act and WHS General Regulations.

Workers have a duty to take reasonable care for their own health and safety and that of those around them and to follow reasonable instructions. Workers must be consulted on safety and health matters. The benefit of consulting crew and getting their involvement in the risk management process is that:

- they are most likely to know about risks with their work
- they may see things with fresh eyes and be able to come up with safer ways of doing things
- it may result in workers taking ownership of the safety measures put in place.

The WHS laws have detailed requirements applicable to the use of powered mobile plant including tractors, cars, harvesters and quad bikes. These laws generally require PCBUs to control the risk associated with powered mobile plant.

PCBUs are required to control risk by using the highest level of risk control that is reasonably practicable. This is often referred to as the 'hierarchy of control'. Section 4.3 Controlling the risks provides further information on the hierarchy of control.

3 Quad bike regulations

3.1 Quad bike standards

Consumer protection laws require that all new quad bikes supplied must be fitted with, or have integrated into the design, an operator protection device (OPD) such as an ATV Lifeguard or a Quadbar, or a device of a type that offers the same, or better, level of protection for operators from the risk of serious or fatal injury as a result of being crushed or pinned in the event of rollover. All imported second-hand quad bikes must also be fitted with an OPD.

Under work health and safety laws, it is considered reasonably practicable to ensure that any quad bike used in the workplace is fitted with an OPD, to protect operators from fatal crush injury in the event of vehicle rollover.

Figure 1 Quad bike with ATV Lifeguard fitted (L), and Quadbar (R)

All new quad bikes supplied must also:

- meet the specified requirements of the US Standard ANSI/SVIA 1-2017. Four Wheel All-Terrain Vehicles – *Equipment, Configuration, and Performance Requirements*, or the European Standard EN 15997:2011. *Safety Requirements and Test Methods*
- be tested for lateral static stability using a tilt table test and display the angle at which it tips on to two wheels on a hang tag at the point of sale
- have a durable label affixed, visible and legible when the quad bike is in operation, alerting the operator to the risk of rollover. The operator's manual must include rollover safety information.

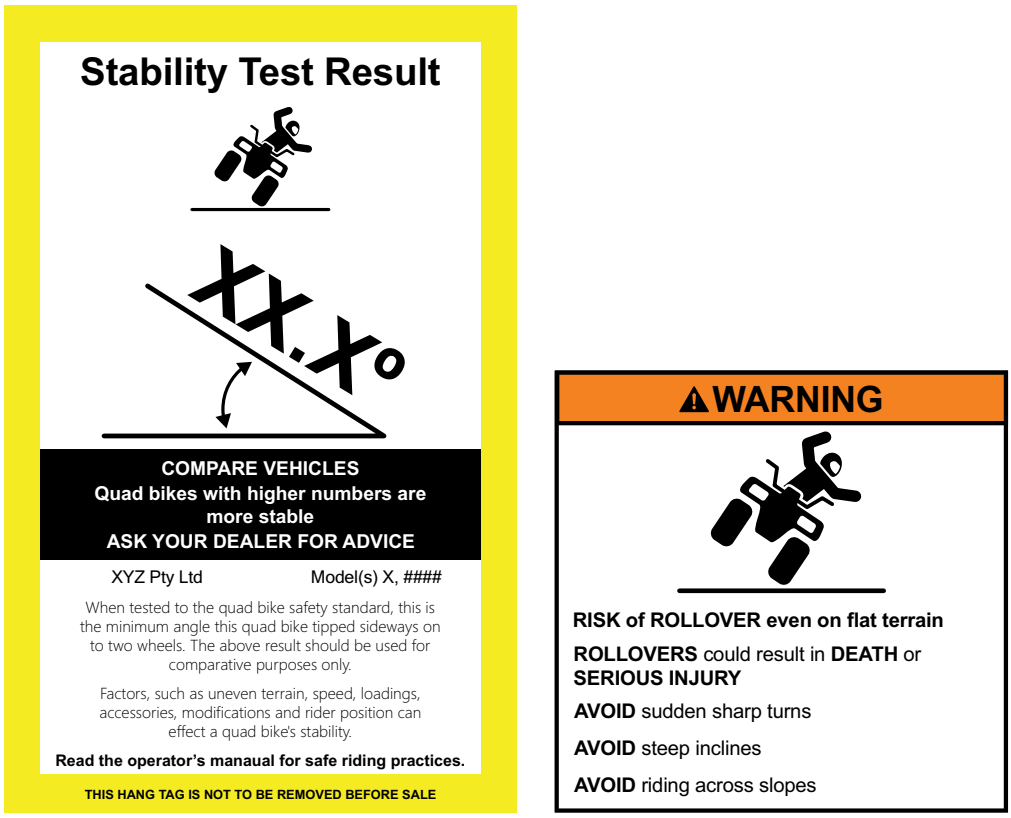

Figure 2 Stability test and rollover warning labels

General use quad bikes are required to meet the minimum stability requirements of:

- lateral roll stability — a minimum tilt table ratio (TTR) of 0.55 (must not tip on to 2 wheels on a slope less than 28.81 degrees)
- front and rear longitudinal pitch stability — a minimum TTR of 0.8 (must not tip on to 2 wheels on a slope less than 38.65 degrees).

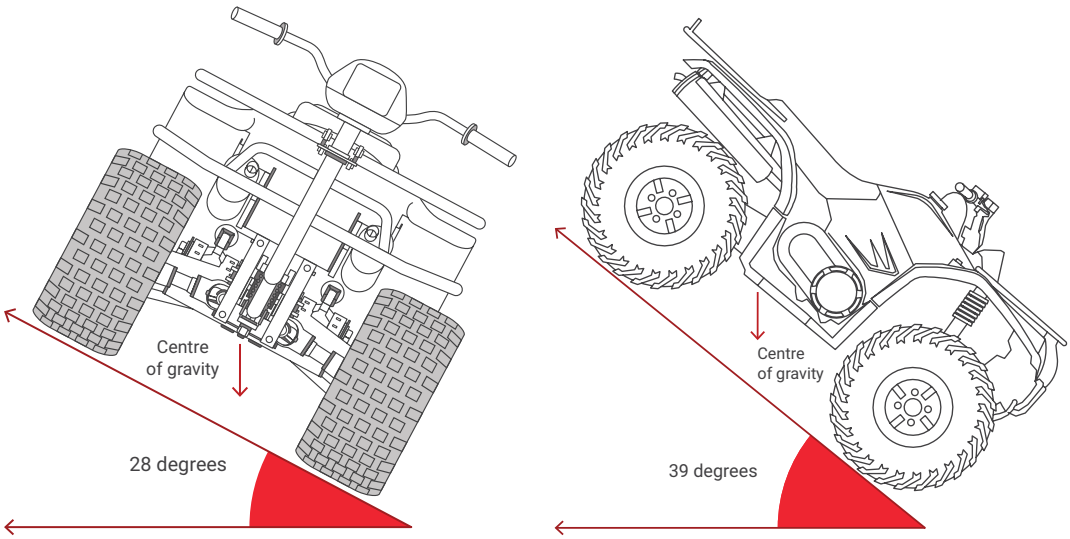

Figure 3 Minimum TTR ratings for (L to R) Lateral roll stability. Front and rear longitudinal pitch stability

The safety standard also requires quad bikes to be fitted with a spark arrestor that conforms to Australian Standard AS 1019-2000. *Internal Combustion Engines – Spark Emission Control Devices*, or the US Standard 5100-1d. *Standard for Spark Arresters for Internal Combustion Engines*.

The consumer protection standard does not apply in relation to second-hand quad bikes, unless they have been imported into Australia as second-hand. However, the work health and safety laws require reasonably practicable controls to be implemented for all plant at the workplace, including quad bikes, and as such PCBUs are expected to ensure that all quad bikes at the workplace have an OPD.

3.2 Registration and licensing of quad bikes

The Department of Transport administers the registration and licensing of quad bikes in WA. As quad bikes are primarily off-road type vehicles and do not meet national vehicle standards, they are generally not licensed under the *Road Traffic Act 1974*, unless:

- there is a genuine need for it to cross or travel along one or more public roads and an alternative compliant vehicle cannot be used; and
- road access can be performed safely.

A licence may be granted for use in permitted areas, subject to the vehicle passing a roadworthiness inspection.

When licensing a quad bike, conditions will be imposed on the vehicle's use. These conditions are necessary to minimise the risk of injury to the operator and other road users. Conditions include speed and area restrictions, daylight operation only, operator requirements and restrictions against the transfer of the vehicle licence.

All riders of conditionally licensed quad bikes must wear an approved motorcycle helmet when the vehicle is being driven on any public road.

Unlicensed quad bikes are prohibited from crossing or travelling along public roads. They may be ridden on private property without being registered and riders do not need to hold a driver's licence.

4 Risk factors

It is important to make informed choices about the safest and most appropriate vehicles for particular tasks at the workplace. Knowledge of the risks associated with quad bikes and understanding how to eliminate or reduce these risks will help keep operators safe.

Managing risk is an ongoing and dynamic process, involving the following:

- identifying hazards – what could cause harm?
- assessing risks – understand the potential outcome of the hazard, its severity, and chance of it happening
- controlling risks – use the most effective control methods, so far as practicable to the circumstances, to reduce the risk of a hazard arising
- monitoring and reviewing controls – risk control methods should be monitored and amended as necessary to ensure controls are effective.

4.1 Identifying risks

Quad bike-related injuries and fatalities are associated with a wide range of workplace activities, including:

- spraying for the control of weeds
- mustering, herding, drafting stock
- inspecting property, fences, water sources
- moving materials and equipment
- travelling or exploration
- towing loads.

Quad bikes are not always the most suitable vehicle to use and alternate vehicles should be considered where appropriate. There are many factors that should be considered when identifying the risks of operating a quad bike in the workplace.

A significant number of on-farm fatalities are associated with recreational activities. These incidents often involve children – including farm visitors – riding adult-sized quad bikes. While most injuries or fatalities involve the quad bike operator, passengers and bystanders are also at risk.

To help communicate risks and controls, print a copy of the WorkSafe quad bike poster for your workplace.

Rollover

Over half of quad bike fatalities are caused by vehicle rollover. A rollover can occur suddenly and in seemingly low risk riding conditions. Even the most experienced operators have been involved in rollovers.

During a rollover, most injuries are caused by the operator being crushed between the quad bike and the ground or other surface. This can result in multiple injuries occurring to the head and chest. Other injuries occur when the operator is ejected from the vehicle onto hard surfaces.

Quad bikes can roll to the front, side or rear. Rollover occurs suddenly, even at low speeds, putting the operator at risk of injury or death from being thrown from the vehicle, trapped or crushed beneath it.

Operator protection devices are one means of controlling the risk to operators in the event of rollover.

The risk of rollover is increased if the quad bike is:

- traversing slopes or uneven terrain
- travelling on slippery or shifting surfaces and in changing weather conditions
- being ridden in areas with hidden obstacles
- travelling or turning at high speed
- towing
- carrying a high, heavy or unstable load, such as a chemical sprayer
- incorrectly fitted with attachments or loads
- being used to muster stock
- using tyres that are under, over or unevenly inflated.

The likelihood of a quad bike-related incident resulting in serious or fatal injury is increased by:

- the operator not wearing a helmet
- the vehicle not having an operator protevice device in place
- the operator being untrained in active riding techniques, inexperienced or using a quad bike incorrectly, particularly where there is unfamiliar or sloping terrain or unstable surfaces
- incorrect loading, which decreases stability and increases risk of rollover
- rider age – statistics show younger (under 16) and older riders (over 50) are more likely to suffer fatal injuries from a quad bike-related incident.

Equipment and attachments

Risks can arise from:

- loading:
  - overloading
  - liquid loads
  - unstable, unbalanced or unsecured loads
  - over-sized trailers
  - exceeding tow capacity
- poor maintenance of mechanical and safety items
- incorrect tyre type and tread for conditions
- incorrect tyre pressure
- inadequate guarding to protect hands and feet.

Operator characteristics

The following may increase risks to the operator:

- age
- physical fitness
- competency for the type of activity (e.g. mustering or spraying while operating a quad bike)
- familiarity with the terrain.

Operator behaviours

These risks may be increased by:

- use of a quad bike by an operator when it is not the most suitable or safest vehicle for the job
- failure to observe the manufacturer's safety warnings or recommendations for use of the vehicle
- using a quad bike with no rollover protection where there is a known risk of rollover
- excessive speed
- not using active riding techniques (shifting body weight when cornering or going up or down hills)
- not riding to weather or terrain conditions
- single seat quad bikes used to carry passengers
- passengers being carried on front or rear racks.

Environment

Environmental risks can include:

- bright sunlight or heavy rain can affect the vision of the operator
- obstacles:
  - overhead, such as tree branches or machinery
  - ground level or hidden in long grass; tree stumps or roots, animal burrows, gullies, fences
- terrain variations:
  - mud
  - sand
  - uneven, broken ground
  - frost, floods
  - sloping and steep terrain
- unpredictable surface changes or moving between different terrain types
- concrete or bitumen, which can be slippery if wet, covered in oil or if the quad bike has off-road tyres which can reduce contact area with the road surface
- chemical exposure
- other vehicles
- movement of people or animals, including livestock or wild animals, such as kangaroos, which can be unpredictable
- water bodies such as rivers or dams, which present a hazard if the quad bike overturns and traps the operator underwater.

4.2 Assessing the risks

A risk assessment involves considering the consequences of a worker or other person at a workplace being exposed to a hazard, what the chances are of the exposure, and how the risk can be controlled. A risk assessment can help a PCBU or person in control of a workplace to determine:

- the chance of a risk occurring
- the potential severity of any injury or harm from a risk
- what action should be taken to control the risk
- what control measures are currently in place and their effectiveness of reducing the risk so far as practicable
- how urgently controls need to be implemented to minimise the risk.

Subsequent risk assessments should be carried out if work activities include multiple hazards and it is unknown how these hazards will impact each other. This is because it is possible that the overall risk may increase. If changes in the workplace occur, control measures should be reassessed to ensure they are still effective and that new hazards have not been introduced.

Table 1 shows an example risk assessment matrix for identifying potential risks.

Table 1 Risk assessment matrix

Assess your risk Use this table to cross reference common quad bike tasks against typical farm terrain. If you identify you're at risk of rollover, it's your duty to reduce that risk – consider eliminating the task, using an alternative vehicle or fitting an OPD			**Terrain**					
			Road or track	Farm track, path or driveway	Slippery or shifting surface, changing conditions due to weather	Sloped ground	Paddock or area with obstacles	Loading ramp
			Good surface, no bumps, pot holes, wheel ruts, centre raise, or imperfections	Average to poor condition, may include pot holes, wheel ruts or raised centre	Sandy or muddy terrain (with or without track)	Hill, rise, gully, creek embankment	Potential for obstacles such as rocks, timber, rabbit warren, stock clumped grass, foliage, low hanging branches	Driven via a rated and sufficiently long ramp onto transport such as a ute or trailer
Task	Personal transport	Transport only (light tools or equipment)	Low risk	Medium risk	Medium risk	High risk	High risk	High risk
	Moving materials or equipment	Extra weight added to racks changes handling and causes the quad to be less stable	Medium risk	Medium risk	High risk	High risk	High risk	High risk
	Travelling at speed	Speed decreases stability and increases harm if there is an incident	Medium risk	High risk	High risk	High risk	High risk	High risk
	Mustering stock	Sudden movements, distraction from terrain	Medium risk	High risk	High risk	High risk	High risk	High risk
	Towing trailer	Trailers can affect quad bike handling, and increase the stopping distance	Medium risk	High risk	High risk	High risk	High risk	High risk
	Spraying	One hand on spray tool, distraction from terrain, shifting load (liquid)	High risk	High risk	High risk	High risk	High risk	High risk

4.3 Controlling the risks

The hierarchy of control requires that if a risk cannot be eliminated then the following types of risk control measures must be considered and put in place to ensure that the risk is reduced, so far as practicable.

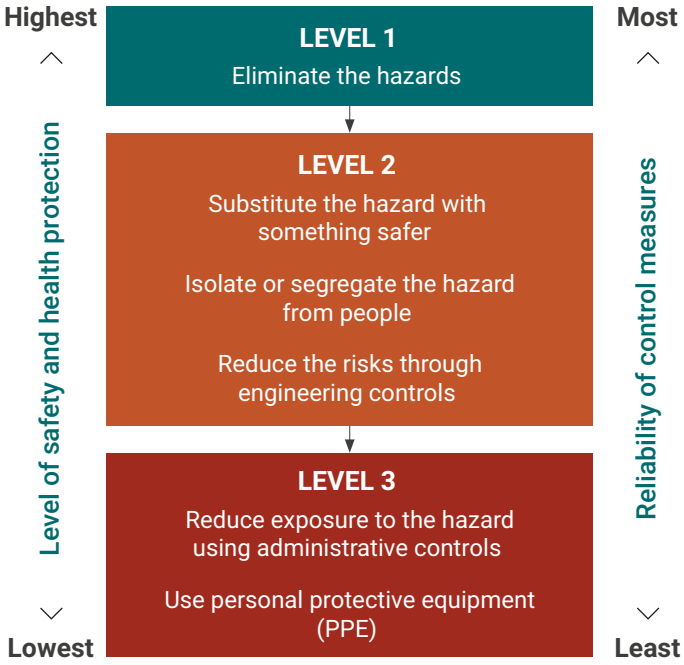

Figure 4 Hierarchy of control

Level 1: Eliminate

The most effective way to control health and safety risks at a workplace is to eliminate the hazard.

Where possible, quad bike hazards should be removed to prevent serious or fatal injury occurring, and this may include banning the use of quad bikes at a workplace or using an alternative vehicle to perform the tasks, especially for activities where the operator's attention is shared between riding and another task, such as mustering.

Level 2: Substitute

Consider a safer alternative for use in the workplace, such as a utility, 4x4 vehicle or a side-by-side vehicle with seat belt restraint and rollover protection.

Isolate

Isolation controls can include blocking access to hazardous areas that have unstable ground or the potential for the vehicle to drop off a ledge or embankment or roll into a creek or dam.

Keys should be removed from the quad bike when not in use to prevent unauthorised people from operating the vehicle.

Engineering controls

Engineering controls include safe design principles provided by the manufacturer to increase protection for the operator, but additional controls can be fitted, such as an operator protection device (OPD) or speed limiter. An OPD is a critical control to prevent crush injuries in the event of rollover and should be fitted to any quad bike used in the workplace, regardless of the age of the quad bike.

Level 3: Administrative controls

Safe systems of work and training should be used in conjunction with other controls to improve workplace safety.

Safe systems of work should be developed in consultation with workers and health and safety representatives, if applicable, which can be used to designate no-go areas for quad bikes, specify route management for the site, set speed limits, and outline environmental conditions when a quad bike cannot be used.

Operator training should be provided that is specific to the tasks being carried out and to ensure active riding techniques are understood and used. Refresher training should be provided regularly.

Level 4: Personal protective equipment (PPE)

Suitable PPE should be used by operators to reduce the risk or severity of injury in the event of an incident, and this should always include an approved helmet and appropriate clothing and footwear. Protective eyewear and gloves should be considered on a risk basis.

4.4 Monitoring and reviewing controls

Unless a hazard can be eliminated, continual monitoring and review of safety systems is essential. Ongoing hazard monitoring and review can include:

- ensuring all quad bikes are in sound mechanical and operational condition and have an undamaged OPD fitted, through a regular inspection program conducted by a competent person
- supervising operator behaviour and providing regular refresher training in safe riding techniques
- inspecting and monitoring terrain and other environmental conditions, especially during changes in season or weather
- promoting quad bike safety with workers and ensuring they are aware of, understand and comply with workplace procedures
- checking that helmets are in good condition and are replaced when damaged
- reviewing and updating the safe systems of work to ensure they remain appropriate.

5 Vehicle selection

The safest vehicle option is the one best suited to the job.

Quad bikes are practical for many tasks, but they have limitations. Small on-road vehicles, two-wheel motorbikes and small utility vehicles may be a better choice for many jobs at the workplace.

When buying a vehicle, do some research to decide which vehicle is best suited for the business, workers and the workplace. There are three easy steps to help select the right vehicle.

1. Identify the workplace needs and relevant operator safety and capability issues.
2. Compare vehicle options to the workplace needs (e.g. tasks, environment and operator capability).
3. Question and seek information from vehicle dealers and others with relevant knowledge, including workers who would use the vehicle.

If it is decided that a quad bike is the best vehicle for the task, consideration should be given to the following options:

- sizes range from small and lightweight, to large and heavy – consider who will operate the quad bike, including their size, level of fitness and riding competency
- high or low engine capacity size
- two-wheel drive or four-wheel drive
- front or rear brakes – some may have linked hand or foot brakes
- liquid-cooled or air-cooled engines
- automatic or hand-operated clutches
- ability to drive in reverse or reverse gear provided
- thumb lever throttles, twisting handgrip throttles
- the controls and their location, which will differ between quad bikes.

It is also important to consider the load specifications of particular quad bikes and what attachments are available. The manufacturer's specified load limit includes the operator, the load being carried and any attachment used. These should be factored into the total weight of any load and will impact upon the safe choice made about a particular quad bike.

Suppliers can provide information about the suitability of their range of quad bikes and attachments for the workplace tasks required. In the final analysis, safety must be the paramount consideration.

6 Workplace safety systems

PCBUs including those in control of workplaces are responsible for ensuring that the workplace they control or manage is safe and without risks to health. Safe systems of work can help people to meet their legal health and safety requirements and are specific to the individual work environment. Some key safety systems include:

- workplace quad bike operating rules (e.g. age restrictions, speed requirements, terrain restrictions)
- training and supervision
- PPE
- remote and isolated work communication systems.

6.1 Workplace

Operating rules are the basic instructions that need to be followed for the safe use of a quad bike at the workplace. When developing these rules, be guided by the manufacturer's specifications and the safety warnings on the vehicle.

At a minimum, workplace quad bike operating rules should cover:

- information about the make and model of all quad bikes at the workplace
- who is authorised to operate each quad bike, including age restrictions
- what training and instruction is required
- what protective gear should be worn, how to care for it and how to store it
- what each quad bike can be used for and what it can't be used for
- where quad bikes can be ridden (parts of the workplace, quad bike no-go zones, designated tracks)
- the speed limits for tracks, paddocks and around buildings
- what and how attachments are to be used with the quad bike
- what pre-start checks to undertake before riding the quad bike and what to do if there is a problem.

6.2 Training and supervision

Training is essential to help reduce the risk of serious injury and death associated with quad bike use. The provision of information, instruction, training and supervision ensures that workplace safety systems are communicated to workers and followed.

No operator should use a quad bike for work without first receiving training and being assessed for their riding competency.

A PCBU, manager or supervisor should assess a worker's quad bike operation skills before they operate a quad bike, regardless of whether they say they are already experienced or have received training.

The Unit of Competency (UOC) AHCMOM217 – *Operate quad bikes*, is a nationally recognised qualification that provides operators with the opportunity to develop and demonstrate their skills in maintaining and operating quad bikes in workplaces.

Supervision

Supervision ensures that workers operate quad bikes safely. Supervision may need to be more frequent at first to support new and young workers or other workers who are not familiar with quad bikes.

After providing training, it is advisable to carry out and document, a practical skills assessment of people who will operate quad bikes at the workplace. The purpose of this is to help gauge the skills of workers before they operate a quad bike on their own.

To prevent unauthorised use of vehicles, keys should be removed and stored separately when not in use.

Maintaining records of instruction, training and supervision

The PCBU should keep records of all instruction and training undertaken, noting the names of the trainer and the operator, the date, location of training and the skills assessment including results.

6.3 Wear the right personal protective equipment (PPE) for the task

Quad bike operators should wear appropriate PPE when operating a quad bike. This includes:

- a helmet made to AS 1698:2006 *Protective helmets for vehicle users*
- eye protection to prevent bugs, dust or sand hitting the operator's face, distracting the operator or causing eye injuries. Sunglasses are unlikely to provide adequate physical protection.
- gloves
- sturdy footwear is recommended (preferably boots that come up past the ankle with strong uppers for gear changes)
- clothing which covers the arms and legs
- sun protection
- high visibility vest
- specialised PPE when spraying chemicals and other hazardous material.

6.4 Remote and isolated work

In many instances of fatalities involving quad bikes, no one noticed that the operator was missing for at least 24 hours. There were also occasions where this period was considerably longer.

Under WHS law, working isolated means being 'isolated from assistance'. The law states that the PCBU must implement 'an effective communication system' for remote and isolated work.

Example of a communication system

If the quad bike operator will be working alone:

- arrange for someone at the workplace or close by to check on the operator at the planned return time and monitor a phone or two-way radio while they are out working
- provide another person with details of:
  - what the operator will be doing
  - where the operator will be
  - when the operator is expected to return
- discuss emergency plans with another person:
  - if the operator is late, how long should it be until the alarm is raised?
  - will another person look for the operator or call emergency services first?
- they should wear a high-visibility vest and put a high flag on the quad bike to improve visibility for anyone conducting a search
- ensure they carry an adequately powered and charged two-way radio or mobile phone.

Raising the alarm and getting help

In order to raise the alarm in an emergency:

- call 000 from fixed or mobile phones which are in an area with mobile coverage, regardless of which carrier the phone uses
- call 112 from Global System for Mobile Communications (gsm) mobile phones only – when dialling '112' on gsm mobile phones, access is provided regardless of the presence or validity of a sim card within the phone or whether the keypad is locked. A signal is still necessary and the call automatically directs to 000
- use a two-way radio. UHF channel 5 and 35 are established by law for use by anyone, but only in an emergency situation.

Personal locator beacons (PLBs) are increasingly being used by workers in remote areas and for people working alone. A PLB is a portable device designed to be worn on the body, so it is within easy reach in an emergency. When activated, the PLB will send an alert and location to emergency agencies.

7 Quad bike maintenance

A properly maintained quad bike is a safer vehicle and is likely to last longer. Regular, careful pre-start checks, inspection by a competent person and routine maintenance will keep the quad bike in safe and reliable working condition.

7.1 Pre-start checks

It is particularly important to do a pre-start check if the current operator was not the person who last used the quad bike or if it has not been used for some time.

See Appendix 2 for a sample pre-operation checklist can be adapted for use in the workplace.

7.2 Routine maintenance

At a minimum, a quad bike should be maintained according to the maintenance schedule in the operator manual. Ensure that a suitably qualified person (such as a mechanic) carries out any maintenance and repair tasks.

A suitably qualified person should check the vehicle after any significant incident or accident. This should be done before the quad bike returns to service.

Any modifications must be within the manufacturer's specifications. Changing the type of tyres or puncture-proofing tyres may adversely affect the quad bike's performance. Refer to the operator manual and speak to the supplier for more details.

Appendix 1 Glossary

Term	Definition
Competent person	A person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace
Operator protection device (OPD)	Operator protection device. Sometimes called a roll bar, this is a structure installed to prevent crush injuries in the event of rollover. The OPD for a general use quad bike must provide the same or better level of protection as a Quadbar or ATV Lifeguard
Person conducting a business or undertaking (PCBU)	A PCBU is an umbrella concept which intends to capture all types of working arrangements or relationships. A PCBU includes a: • company • unincorporated body or association, and • sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU. A volunteer association (defined under the WHS Act) or elected members of a local authority will not be a PCBU
Risk	The possibility harm (death, injury or illness) might occur when exposed to a hazard
WHS Act	*Work Health and Safety Act 2020*
WHS General Regulations	Work Health and Safety (General) Regulations 2022
Worker	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer
Workplace	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water

Appendix 2 Example pre-start checklist

This checklist can be amended to suit the quad bike used.

Blank checklists should be kept where the quad bike keys are held.

The completed checklists should be retained to provide a record of pre-start inspections.

Instructions on conducting a pre-start inspection should be given to operators

Quad bike ID	
Oil and coolant	
☐	Check oil and coolant before starting engine
Visually inspect	
☐	Check for damaged or loose parts
☐	Check for oil leaks
☐	Check carry racks and attachments, including the operator protective device, are secure
Wheels and tyres	
☐	Check tyres for damage
☐	Check wheel nuts
☐	Ensure tyre pressure is correct and even in all tyres
Helmets	
☐	Check helmet present, in good condition and visor clear
Throttle	
☐	Check throttle operates freely and smoothly and returns to idle when released
Steering	
☐	Check the steering moves freely but without undue looseness
Air filter	
☐	Check filter is not choked with dirt or dust
Lights and switches	
☐	Check lights and switches work
☐	Check flashing beacon and reverse lights work
Drive chain or shaft	
☐	Check chain for proper adjustment, wear and lubrication
☐	Check drive shaft for leaks and excess movement
Brakes	
☐	Brake check completed at low speed

Maintenance required

Operator: Date:

Department of Local Government,
Industry Regulation and Safety

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