STANDARD OPERATING PROCEDURE

Created: Version No:

| **USING SIDE BY SIDE VEHICLES TEMPLATE** | | |
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| This SOP is to be followed whenever you are using a side by side (SBS) vehicle | | |
| **JOB STEPS** | **MEDIA** | **SAFETY / QUALITY / ENVIRONMENT** |
| **DO NOT use this equipment unless you have been instructed in its safe use and operation.**  **Side by side vehicles rely on the use of seat belts and retention strapping / doors for safe use. Regularly check that these are in sound condition, and do not use the vehicle if maintenance is required.** |  | **Safety - • All users of this equipment must be trained and inducted into its use - a cursory instruction is not sufficient.**  **Records must be kept of the training, including the key elements of the instruction.**   * **When first purchasing Side By Side (SBS) vehicles, request a handover from the supplier. This should include safety information and manufacturer recommendations.** * **All users must be given the opportunity to read and understand the instruction literature from the manufacturer.** |
| **PERSONAL PROTECTIVE EQUIPMENT**   1. **Wear suitable clothing, typically including long trousers and boots.** 2. **Wear sun protection as required.** 3. **Wear sunglasses.** 4. **Wear hearing protection for extended use, or otherwise as required.** 5. **Assess risks and consider wearing an approved helmet. Helmets are recommended by some manufacturers.** |  | **Safety - Wearing suitable clothing and appropriate PPE is mandatory for all farm team members.** |

| **USING SIDE BY SIDE VEHICLES - V5** | | |
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| This SOP is to be followed whenever you are using a side by side (SBS) vehicle | | |
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| **PRE-START OPERATIONAL CHECKS**   1. **Follow manufacturer’s recommendations and warning labels.** 2. **Locate and ensure you are familiar with all machine operations and controls.** 3. **Before starting the side-by-side, ensure all levers are in their neutral positions, the parking brake is engaged.** 4. **Ensure you are trained and competent and if driving on public roads, and appropriately licensed. Use on public roads is not recommended.** 5. **If the side-by-side is used on public roads, ensure all lights and warning devices are functioning and the vehicle is registered.** 6. **Always tell someone where you are going and estimated time of return.** |  | **Safety - Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.**  **Ensure the seatbelt, roll over protective structure (ROPS), and guards are in sound condition.**  **Check tyre condition and pressures regularly**  **j. Use only implements that meet the manufacturer’s recommendations.**  **Environment - Familiarise yourself with the owners manual before use of the side by side** |
| **PRE-OPERATIONAL SAFETY CHECKS**   1. **Do not carry more than the number of passengers that the vehicle has been designed for. Each occupant must wear a seat belt.** 2. **Do not exceed the rated load capacity** 3. **Ensure that loads are suitable and secured.** 4. **Irrespective of the rated capacity, ensure a safe load by keeping the center of gravity low and ensuring the load cannot shift when underway.** 5. **If towing, do not exceed rated tow capacity (for trailer and contents). Pull only from the supplied drawbar.**   **Do not use a side-by-side that is not in good repair.** |  | **Safety - • Do not use faulty equipment. Report suspect machinery immediately.**   * **Never start or operate levers from anywhere other than the seat.** * **Do not dismount while the engine is running unless the side by side has completely stopped, the transmission is in park position and the parking brake is fully engaged.** * **Observe speed limits and no-go areas.** * **Drive at speed slow enough to keep control of unexpected hazards such as holes, stumps or undulations.** * **Monitor traffic, and ensure no person or animal is endangered when operating equipment.** |

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| **ENDING OPERATIONS:**   1. **Park on level ground.** 2. **Lock the parking brake.** 3. **Stop the engine and remove the keys** |  |  |
| **AFTER USE:**   1. **Remove any foreign material from in and around engine and implement parts.** 2. **Check for damage and report if found** 3. **Clear foot control area of any debris.** |  | **Safety - If there are any safety or operational maintenance issues, take the machine out of service until these are addressed. This can be done by isolating the keys if necessary.** |

