Quad Bike Policy
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Version 0.0E – 18/12/2018

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QUAD BIKE POLICY

1. Purpose

This policy applies to all schools and colleges facilitating student training for, and use of, quad bikes on property under the control of the Department of Education, including schools and school farms.

This policy is designed to:

- ensure the safety of all students, staff, visitors, volunteers and/or contractors;
- mitigate the risks associated with training and use of quad bikes; and
- comply with related legislative, regulatory, training and departmental requirements, including Work Health and Safety (WHS) obligations.

This policy has been developed in consultation with agricultural experts, school staff, TasTAFE and Trade Training Centre staff, among others and MUST be read in conjunction with the Quad Bike Procedure.

2. Policy Objectives

Key policy objectives are to:

- make people aware of the increased duty of care and risk associated with the training for, and use of, quad bikes;
- support a safe and risk reduced workplace that complies with all legislative, regulatory, departmental and training requirements;
- identify, assess and manage WHS risks for staff, students, trainers, contractors and others, through the development of appropriate risk management strategies and plans (Refer to the Quad Bike Procedure for the step-by-step process).

The Department is committed to providing a safe environment for all, including staff, students, trainers, volunteers and contractors.

3. Key Information

Death and injury caused by quad bike accidents is one of the leading causes of deaths on farms in Australia.

- On average 16 deaths occur each year;
- Between 2011 and 2017 there has been 114 deaths caused by quad bike accidents; 17 deaths were children under the age of 16.
- As recently as October 2018, a quad bike rider died while back-burning on a rural property in Queensland. He was not wearing a helmet at the time.

Riding quad bikes is considered to be a high risk activity and the DoE’s Quad Bike Policy and Procedure raises the duty of care, for everyone involved, beyond the minimum legislative requirement. This aims to prevent any deaths and/or injury caused by quad bike accidents on Department controlled sites. This supports the national move to:

- Raise awareness of the risks and dangers associated with quad bike riding;
- Provide safe and high quality training and
- Help riders to ride safely by identifying terrain, environmental, equipment and machinery risks.

Risks can be mitigated with appropriate training, safety and management controls.
The Quad Bike Procedure provides detailed step-by-step processes, including an easy to follow CHECKLIST, to ensure compliance with the Quad Bike Policy. The Quad Bike Procedure also offers more detailed roles and responsibilities for everyone involved.

4. Requirements

This policy requires:

- Schools and colleges to adhere to the requirements set out in the Quad Bike Policy and Quad Bike Procedure when facilitating Quad Bike training or use on a Department controlled site;
- Schools and colleges to adhere to all other Department policies, procedures and guidelines relevant to the management of Work Health and Safety (WHS), including the monitoring and management of risk;
- All key parties to comply with the Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012;
- All key parties to support compliance with the quality and safety standards established by the national Vocational Education and Training (VET) regulator when delivering quad bike training.

Please refer to the Quad Bike Procedure for a CHECKLIST of ALL mandatory requirements associated with this policy. In summary, the Quad Bike Procedure details information on mandatory requirements for the:

- Riders;
- Training Providers;
- Schools and colleges; and
- Parents.

5. Roles and Responsibilities

The responsibility for identifying hazards, assessing risks and taking action to ensure a safe learning and working environment is shared by all. This policy aims to support the process of identifying, managing, reducing and mitigating risks associated with high risk quad bike training and use.

- **Secretary**

  IS TO ensure DoE’s adherence to relevant Acts, Regulations, training and departmental requirements.

- **School Principals**

  MUST adhere to the DoE's Quad Bike Policy and Quad Bike Procedure and ensure all involved are aware of their roles and responsibilities as set out in the Quad Bike Policy and Quad Bike Procedure.

- **Students, staff, trainers, volunteers and/or contractors**

  MUST be aware of, and adhere to, their roles and responsibilities as set out in the Quad Bike Policy and Quad Bike Procedure.

- **Parents**

  MUST agree and sign a written consent form, for a student to participate in any school activity that increases the risk to students’ health and safety, and

  IS TO be aware of their roles and responsibilities as set out in the Quad Bike Policy and Quad Bike Procedure.
6. Associated Documents and Materials

Included in the table below are resources to help inform decision making and guide the development of risk management strategies associated with the training and use of quad bikes. A more comprehensive resource list is available in the Quad Bike Procedure.

Table 1: Essential Documents, Materials and Links

<table>
<thead>
<tr>
<th>Quad Bike Procedure</th>
<th>TASED-1797567314-10014</th>
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<tbody>
<tr>
<td>Tasmanian Secondary Colleges RTO - Quad Bike AHC Unit Policy</td>
<td>Please contact the TSC RTO on 6249 6805 or 6332 7865</td>
</tr>
</tbody>
</table>

7. Contact Details

<table>
<thead>
<tr>
<th>Vocational Learning and Career Education (VLCE)</th>
<th>6165 5404 or <a href="mailto:vlce@education.tas.gov.au">vlce@education.tas.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Audit</td>
<td>6165 6246 or 0417 033 260 <a href="mailto:mat.moore@education.tas.gov.au">mat.moore@education.tas.gov.au</a> <a href="mailto:Internal.Audit@education.tas.gov.au">Internal.Audit@education.tas.gov.au</a></td>
</tr>
<tr>
<td>DoE Work Health and Safety</td>
<td>6165 6258 or <a href="mailto:mark.lobban@education.tas.gov.au">mark.lobban@education.tas.gov.au</a></td>
</tr>
<tr>
<td>WorkSafe Tasmania</td>
<td>1300 366 322 or 6166 4600 <a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a></td>
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Please refer to the online copy of this document (TASED-1797567314-10013) located on the Tasmanian Department of Education’s website to ensure this version is the most recent.
<table>
<thead>
<tr>
<th><strong>Authorised by:</strong></th>
<th>Jodee Wilson</th>
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<tbody>
<tr>
<td><strong>Position of authorising person:</strong></td>
<td>Deputy Secretary Support and Development</td>
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<tr>
<td><strong>Date authorised:</strong></td>
<td>January 2019</td>
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<td><strong>Developed by:</strong></td>
<td>Vocational Learning and Career Education (VLCE) unit</td>
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<td>N/A</td>
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