Quad Bike Procedure
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Version 0.0E – 19/12/2018

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NOTE:
This procedure has been developed in consultation with agricultural experts, schools, TasTAFE and Trade Training Centre staff, among others.

Please refer to the online copy of this document (TASED-1797567314-10014) located on the Tasmanian Department of Education’s website to ensure this version is the most recent version
# QUAD BIKE PROCEDURE – SUMMARY PROCESS & CHECKLIST

1. **Staff member **IS TO **discuss** with the Principal/Responsible Officer (RO), any student participation in a high risk educational activity e.g. quad bike training and/or use.

2. **Principal/RO IS TO assess** the proposed student participation and progress further if the high risk activity is deemed an appropriate curriculum choice.

3. **Principal/RO IS TO consult** with a parent/guardian and have a signed Letter of Agreement if participation is agreed. The Letter of Agreement should be filed in the student file.

4. **Principal/RO MUST download** and **complete** the DoE Risk Management Plan (RMP). The RMP should be filed with all other school RMPs.

5. **Principal/RO IS TO download** the Worksafe Tasmania’s Quad Bike Resources and **ASSESS** additional factors such as vehicle suitability, Personal Protective Equipment (PPE) and terrain assessment (For more information please contact Work Safe Tasmania on 1300 366 322).

6. **Principal/RO MUST complete** the DoE Work Health and Safety Risk Register.

7. **Principal/RO MUST obtain** a copy of the training provider’s training and assessment plan, confirmation of trainer qualification, risk management plan and certificate of currency.

8. **Principal/RO IS TO ensure** students watch the Safe Farming Tasmania’s Quad Bike Safety Video 'STOP AND THINK' (or similar) before undergoing the training.

9. **Principal/RO MUST ensure** a responsible officer or trainer **complete** the Safe Work Procedure for Quad Bikes.

10. **Principal/RO MUST ensure** students on quad bikes are supervised by a staff member at all times.

**NOTE:**
RO = Responsible Officer

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QUAD BIKE PROCEDURE

1. Purpose

This procedure has been written to:

- help schools and colleges to understand what they need to do to comply with the Quad Bike Policy; and
- guide schools and colleges through the processes mandatorily required when facilitating and supporting the training for, and use of, quad bikes on property under the control of the Department of Education (DoE), including schools and school farms.

The purpose of this procedure is to:

- keep students safe when undertaking training for, and use of, quad bikes; and
- follow all associated legislative, regulatory, training and organisational requirements; including but not limited to the compliance with the Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012.

This procedure demonstrates the DoE’s commitment to the health, safety and wellbeing of all staff, students, trainers, volunteers, contractors and others.

2. Procedure’s Objectives

Key procedure objectives are to:

- assist schools and colleges to comply with the Quad Bike Policy;
- provide a step-by-step process to meet mandatory requirements for quad bike training and use;
- identify the processes to assess and manage Workplace Health and Safety (WH&S) risks and support a risk reduced workplace that complies with all legislative, regulatory, departmental and training requirements;
- make people aware of the increased duty of care associated with high risk activities like quad bike training and
- allow students to safely access appropriate curriculum choices and undertake quality training that will help reduce risk of injury and death from quad bike accidents.

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 and between 2011 and 2017 there has been 114 deaths caused by quad bike accidents; 17 deaths were children under the age of 16. Most recently, in 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.
4. Requirements

SCHOOLS AND COLLEGES:

This procedure MANDATES that schools and colleges MUST:

- 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;
- adhere to all Department policies, procedures and guidelines and all other relevant legislative and regulatory requirements, including, but not limited to, the Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012;
- commit to manage and monitor the specific risks associated with quad bike training and use; and
- ensure all key parties are supported to comply with the quality and safety standards established by the national Vocational Education and Training (VET) regulator when delivering quad bike training.

RIDERS:

This procedure MANDATES that the rider(s) MUST:

- be deemed a suitable candidate to undergo training in a high risk educational activity;
- be 16 years of age or older;
- wear a helmet, safety and high visibility gear at all times while riding;
- have a communication device (mobile or 2 way radio) available at all times while riding;
- be supervised at all times by a responsible officer;
- watch the Safe Farming Tasmania Quad Bike Safety video (or similar); and
- undertake appropriate training and be instructed in safe use and operation of quad bikes; and
- be issued with the parental/guardian permission to undertake quad bike training (refer to parent/guardian obligations set out in the Roles and Responsibilities section).

TRAINING PROVIDERS:

This procedure MANDATES that the training provider(s) MUST:

- comply with all quality and safety standards established by the training package requirements and the national VET regulator;
- only use a quad bike fitted with a suitable Roll-Over-Protection-Structure (ROPS) and compliance plates that are in accordance with the relevant Australian standard;
- ensure that the quad bike Safe Work Procedure (SWP) is undertaken by a suitably qualified person (a suitably qualified person is someone who is familiar with the operations and maintenance of the quad bike being used);
- ensure that the quad bike is maintained according to manufacturer’s specifications and appropriate safety standards and regulations.
- ensure the trainer(s) and assessor(s) provide evidence of:
  - a certificate IV in Training and Assessment or equivalent
  - competence in the training unit and
  - current relevant industry skills.
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 identification, management, reduction and mitigation of risks associated with quad bike training and use on government school sites, including school farms.

5.1 SCHOOL PRINCIPAL AND/OR RESPONSIBLE OFFICER (RO)

- **IS TO** consider whether the training provides the student with a safe and appropriate curriculum choice.
- **MUST** determine if the provider of quad bike training complies with the training package requirements for course delivery and meets any legislative and regulatory requirements, including but not limited to safety regulations, manufacturers’ specifications, operator manuals, supervision requirements and trainer(s) qualifications.
- **MUST** clearly communicate acceptable and expected safety standards associated with quad bike activities with all key parties, including an assessment of terrain, conditions, risks and hazards.
- **MUST** determine suitability of riders and ensure they **wear helmets while riding, are 16 years of age or older, wear safety and high visibility gear; have a communication device (mobile or 2 way radio) available and are supervised at all times while riding**.
- **MUST** complete a **Risk Management Plan** associated with the quad bike training and use and include relevant entries on the school's WHS – **Risk Register**.
- **MUST** ensure a competent and suitably qualified person complete the **SWP for Quad Bikes**.
- **MUST** ensure students watch the Safe Farming Tasmania’s Quad Bike Safety video (or similar) prior to undergoing training.
- **MUST** implement relevant policy, guidelines and procedures to ensure that reasonable measures and systems are in place to protect the health and safety of all students when they are at school or involved in school activities, including high risk activities.
- **MUST** ensure supervision is provided at all times during high risk activities on property under the control of the Department.
- **MAY** consult with a Vocational Learning and Career Education (VLCE) unit, Internal Audit and/or the Work Health and Safety unit representatives to assist in ensuring compliance with all legislative, regulatory, departmental and training requirements.
- **MUST** strictly adhere to the department’s duty of care policy and procedures.
- **MUST** document and report critical incidents as per department policies and procedures.

5.2 ALL SCHOOL STAFF:

- **MUST** take all reasonable measures to protect students against risk, injury or harm which should reasonably have been foreseen.

5.3 RESPONSIBLE AND TRAINED SCHOOL STAFF:

- **MUST** administer first aid in accordance with departmental policy and procedures.

5.4 PARENTS/GUARDIANS/CARERS:

- **MUST** agree in writing, for a student to participate in any school activity that increases the risk to students’ health and safety (Letter of Agreement) and
- MUST inform the school or college of any factors that might influence a student’s participation in high risk activities e.g. medication that may impair judgement.

NOTE:

Meanings:

(a) the directions “MUST”, “IS TO” and “ARE TO” mean mandatory, and

(b) the word “MAY” means discretionary.
6. School-Specific Safety Requirements

Schools and colleges MUST strictly adhere to this policy. Schools and colleges are encouraged to introduce school-specific safety requirements associated with high risk student activities, that take into consideration school specific information e.g. school and training terrain and student's age, maturity and appropriateness to engage with high risk activities.

<Insert school-specific risk and safety requirements here>

Please be aware that school-specific requirements are considered additional to the minimum standards set out in this policy. They WILL NOT act to reduce the high level of duty of care associated with high risk student activities. Please go to the contact details section below if you require advice or assistance.

7. Associated Documents and Materials

Included in the table below are related internal DoE and/or external policies, procedures and guidelines, including whole of government documents, to assist you in developing appropriate risk management strategies associated with school/educational activities that are considered high risk.

Table 1: Essential Documents, Materials and Links

<table>
<thead>
<tr>
<th>DoE Quad Bike Policy</th>
<th>TASED-1797567314-10013</th>
</tr>
</thead>
</table>
### Table 2: Additional Documents, Materials and Links

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Tasmanian Secondary Colleges RTO AHC Units Policy</td>
<td>Please contact the TSC RTO on 6249 6805 or 6332 7865</td>
</tr>
</tbody>
</table>
### 8. Definitions

<table>
<thead>
<tr>
<th>Word</th>
<th>Defined as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty of care</td>
<td>A duty imposed by law to take reasonable care to minimise the risk of foreseeable harm to another person. Duty of care is when the student and staff member can be said to be in a student-staff member relationship.</td>
</tr>
<tr>
<td>External provider</td>
<td>A business/individual paid by the school to provide a venue, service and/or expertise appropriate to a particular activity.</td>
</tr>
<tr>
<td>Educational activity</td>
<td>An activity that is organised or managed by a member of staff as part of his or her duties.</td>
</tr>
<tr>
<td>Hazard</td>
<td>Is something with the potential to cause harm. This can include substances, equipment, work processes or other aspects of the work environment.</td>
</tr>
<tr>
<td>High risk activity</td>
<td>An activity that increases the risk of harm to participants.</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>Personal Protective Equipment includes, but is not limited to helmet, suitable protective gear, boots and gloves.</td>
</tr>
<tr>
<td>Reasonable care</td>
<td>The care that a reasonable person would exercise under the circumstances to avoid acts or omissions which could expose students to a reasonably foreseeable risk of harm or injury.</td>
</tr>
<tr>
<td>Reasonably practicable</td>
<td>means that which is, or was, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: (a) the likelihood of the hazard or the risk concerned occurring, (b) the degree of harm that might result from the hazard or the risk, (c) what the person concerned knows, or ought reasonably to know, about the hazard or the risk and the ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk.</td>
</tr>
<tr>
<td>Risk</td>
<td>The level of risk is determined by the likelihood of an event occurring and the harmful consequence (death, injury or illness) arising if the event/risk occurs.</td>
</tr>
</tbody>
</table>
## 9. Contact Details

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Learning and Career Education (VLCE)</td>
<td>6165 5404 or <a href="mailto:vlce@education.tas.gov.au">vlce@education.tas.gov.au</a></td>
</tr>
<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.lobbani@education.tas.gov.au">mark.lobbani@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>
</tr>
</tbody>
</table>

**Authorised by:** Jodee Wilson  
**Position of authorising person:** Deputy Secretary Support and Development  
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**Developed by:** Vocational Learning and Career Education (VLCE) unit  
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