

LOCATION DETAILS

School/Branch: Mechanical Engineering

TASK/ACTIVITY

Quad Bike Operation

Date: 20/05/2016

PREPARED BY Name, Position and Signature (insert names of the supervisor, HSR, HSO and operator involved)

Name	Position	Signature
Rahul Kalampattel	Project Safety Officer	
Maziar Arjomandi	Project Supervisor	
Richard Pateman	HSO	
HAZARD IDENTIFICATION: Autonomous Platform for Landmine Detection		RISK ASSESSMENT
See Risk Assessment dated 20/05/2016		3086

SAFE OPERATING PROCEDURE DETAILS

STOP

DO NOT OPERATE QUAD BIKE IF YOU (1), HAVE NOT COMPLETED THE COMPULSORY UNIVERSITY OF ADELAIDE OCCUPATIONAL HEALTH AND SAFETY INDUCTION COURSE, AND (2), DO NOT POSSESS THE REQUISITE QUALIFICATIONS OR TRAINING FOR OPERATION OF THIS VEHICLE.

Preparation – operational area check:

- ☐ Ready access to and egress from the quad bike (minimum of 5 m clearance required in forwards and reverse travelling directions, 2 m clearance required on sides).
- ☐ Operational area is free from fluids, debris and objects which can be tripped over.
- ☐ Area is clear of unauthorised people before commencing work.

Personal Attire & Safety Equipment:

- ☐ Approved closed toe type shoes must be worn at all times.
- ☐ Approved hearing protection must be worn at all times.
- ☐ Approved safety glasses must be worn at all times.
- ☐ Clothing must be tight fitting.
- ☐ Long hair must be confined close to the head by an appropriate restraint.
- ☐ Finger rings and exposed loose jewellery (e.g. bracelets and necklaces) must not be worn. Medic Alert bracelet must be taped if exposed.
- ☐ Pockets and clothing must not contain any loose articles, which may fall out.

Operation Of Emergency Stop Button:

- ☐ Switch quad bike on using push button.
- ☐ Check that the Emergency Stop Button is working.
- ☐ Release the Emergency Stop button in preparation for next use.

Machine Pre-operational Safety Checks – Safety Precautions that MUST be Observed:

- ☐ Visual inspection of quad bike to verify it is in good operational order, ensuring no damage to any stationary or moving parts, electrical cords etc. Any unsafe components are to be reported to an authorised individual and must not be used.
- ☐ All removable components on quad bike must be adequately secured.
- ☐ Check that the sensor array is secured to the sensor mount, and ensure it is operational.
- ☐ Check all actuators are unimpeded and free to operate.
- ☐ Ensure that the quad bike is sufficiently stable in all directions.
- ☐ Be aware of other activities happening in the immediate area.
- ☐ Ensure that no slip and/or trip hazards are present.
- ☐ Locate and be familiar with the operation of the ON/OFF and operational controls.
- ☐ Locate and be familiar with the operation of the Emergency Stop button. Check Emergency Stop button is working.
- ☐ Wear appropriate PPE for task being performed (as specified above).

Operation:

- ☐ Place quad bike in an open area, with no obstructions (minimum of 5 m clearance required in forwards and reverse travelling directions, 2 m clearance required on sides)
- ☐ Ensure sensor array has sufficient ground clearance.
- ☐ Carry out Pre-operational Safety Checks (as specified above).
- ☐ Release the emergency stop button, if necessary.
- ☐ Switch power on to all electrical components.
- ☐ Start the quad bike.
- ☐ Allow the engine to warm up to ideal operational temperatures.
- ☐ Put quad bike into required gear and carry out desired tests.
- ☐ NEVER LEAVE QUAD BIKE RUNNING WHILST UNATTENDED.
- ☐ When finished, return gear to 'Neutral', and turn off the quad bike.
- ☐ Switch power off to all electrical components.

General Safety

- ☐ Visual inspection of quad bike prior to use. Unsafe components should be reported and must not be used.
- ☐ Keep all parts of your body and attire safely clear of the rotating and moving parts, at all times.
- ☐ Ensure scheduled maintenance for components has been carried out, including scheduled testing of Emergency Stop.
- ☐ Only authorised individuals with knowledge of operation are permitted to operate the quad bike.
- ☐ NEVER LEAVE QUAD BIKE RUNNING WHILST UNATTENDED.
- ☐ Safety glasses must be worn at all times during the operation of the quad bike.
- ☐ Closed toe type shoes must be worn during the operation of the quad bike.
- ☐ Approved hearing protection must be worn during the operation of the quad bike.
- ☐ Loose hair to be securely tied back, loose clothing to be rolled up and/or secured, loose jewellery to be removed.

Note: This Safe Operating Procedure must be reviewed:

- a) After any accident, incident or near miss;
- b) When training new staff;
- c) If adopted by new work group;
- d) If equipment, substances or processes change, or
- e) Within 1 year of date of issue.