

# Safe farm vehicle operation

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APPROVED CODE OF PRACTICE

April 2027



**New Zealand Government**  
Te Kāwanatanga o Aotearoa

**WORKSAFE**  
Mahi Haumarū Aotearoa



## NOTICE OF APPROVAL

WorkSafe New Zealand leads the national effort to improve health and safety at work in New Zealand, aiming to decrease the high number of work-related deaths, injuries, and illnesses. One of its main focus areas is agriculture.

The ACOP for *Safe farm vehicle operation* explains how to manage the health and safety risks arising from the use of farm vehicles and attached machinery in agricultural work. It is intended to assist farm owners, farmers, workers and contractors to comply with the Health and Safety at Work Act 2015 and its associated regulations.

This ACOP applies to agricultural work involving farm vehicles and attached machinery, including tractors, quad bikes, side-by-side vehicles, motorbikes, utes, four-wheel drive vehicles, and associated implements. It provides practical information on safe selection, operation, and maintenance of vehicles and machinery, including responsibilities where children may be affected by work activities.

WorkSafe developed this ACOP in consultation with industry and other stakeholders.

Accordingly, I, Brooke van Velden, being satisfied that the consultation requirements of section 222(2) of the Health and Safety at Work Act 2015 have been met, approve the code of practice for *Safe farm vehicle operation* under section 222 of the Health and Safety at Work Act 2015.



**Hon Brooke van Velden**  
Minister for Workplace Relations and Safety

3 September 2026

## FOREWORD

The New Zealand Agriculture sector is one of New Zealand's most economically significant. However, farm vehicles and attached machinery are a leading cause of deaths and serious injuries in agriculture, with too many lives lost each year. Quad bikes, side-by-side vehicles, two-wheel motorbikes, utes, four-wheel drive vehicles and tractors are used daily, often in challenging terrain, changing environmental conditions and under workload pressure. The harm that can occur when operating these vehicles affects farmers, workers, families and rural communities across Aotearoa New Zealand.

The *Approved code of practice (ACOP) for safe farm vehicle operation* has been developed to address these challenges. It sets out clearly defined, practical ways to comply with existing health and safety duties when using farm vehicles and attached machinery associated with the highest risk of serious harm. It specifies what must be done to meet those duties, using farm-relevant examples and scenarios to show how the requirements can be applied in practice.

We would like to thank the farmers, workers, industry representatives and others across the agricultural sector who contributed their time, experience and expertise to the development of this ACOP. Your input has been invaluable in shaping an ACOP that is practical, relevant and grounded in real farm work, helping to support safer farms so everyone can return home healthy and safe.



**Murray Jagger**  
Chair



**Sharon Thompson**  
Chief Executive

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## PART A

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# Introduction

### IN THIS PART:

#### 1.0 About this document

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# 1.0

## About this document

### IN THIS SECTION:

- 1.1** Who is this ACOP for?
- 1.2** What does this ACOP cover?
- 1.3** How should this ACOP be used?
- 1.4** How is this document structured?
- 1.5** Supporting information

This approved code of practice (ACOP) has been written as if the HSW Amendment Act 2026 changes to HSWA section 226 (Use of approved codes of practice in proceedings) applies. This amendment is known as safe harbour and does not come into effect until 1 April 2027.

As this ACOP was approved before this date, it does not have safe harbour status. It will need to be reapproved after 1 April 2027, once the legislative changes take effect. Until such time as the ACOP is reapproved, taking the actions in the ACOP provides evidence that you have met your legal duty.

## 1.1 Who is this ACOP for?

- 1.1.1 This approved code of practice (ACOP) is for people and businesses involved in agricultural work, including farmers, farm workers, contractors, and suppliers and installers who work on farms.
- 1.1.2 This ACOP applies across agricultural settings, including livestock farming, dairy farming, arable farming, horticulture, viticulture, and mixed farming operations.

## 1.2 What does this ACOP cover?

- 1.2.1 Using farm vehicles and attached machinery for work can expose workers and other people to risks of death or serious injury, including from loss of control, rollover, collision, being struck, crushing or entanglement. It is likely that using farm vehicles for work will be a critical risk under the Health and Safety at Work Act 2015 (HSWA). For more information on critical risks, see the [Resources](#) page. See Section 1.5 for details on the supporting information referred to in this ACOP.

### Vehicles and machinery

- 1.2.2 This ACOP sets out actions for persons conducting business or undertaking (PCBUs) to safely use the following farm vehicles and attached machinery for agricultural work.
  - Quad bikes
  - Side-by-side vehicles
  - Two-wheel motorbikes
  - Tractors
  - Utes and other two-wheel drive (2WD) and four-wheel drive (4WD) vehicles
  - Machinery attached to vehicles, such as trailers, mowers and spray units, which can affect stability.

## Health and safety duties

- 1.2.3 The duties covered in this ACOP are:
- **HSWA section 36: Primary duty of care**
  - **HSWA section 38: Duty of PCBU who manages or controls fixtures, fittings, or plant at workplaces**
  - **Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (GRWM Regulations) regulation 9: Duty to provide information, supervision, training, and instruction**
  - **GRWM regulation 13: Duty to provide first aid**
  - **GRWM regulation 14: Duty to prepare, maintain, and implement emergency plan**
  - **GRWM regulation 21: Managing risks associated with remote or isolated work**
  - **GRWM regulation 46: Duty to ensure young persons do not work at or with machinery**
  - **GRWM regulation 47: Duty to ensure young persons do not drive or ride upon certain vehicles.**

## Children on farms

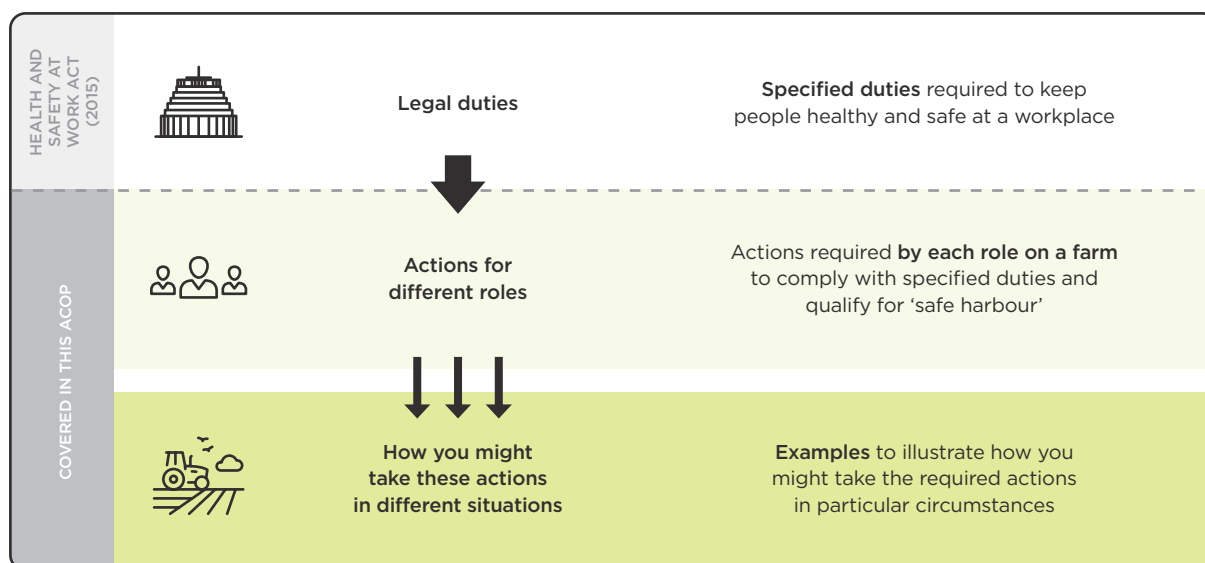
- 1.2.4 This ACOP covers children on farms. Children may be exposed to farm vehicle risks in different ways. In some situations, children may be involved in work tasks. In other situations, they may be present on the farm but not working, for example, because they live there or are visiting.

## 1.3 How should this ACOP be used?

- 1.3.1 This ACOP applies only to the specific risks, circumstances and actions described in each section. It does not set out actions for every risk or activity that may arise on a farm.
- 1.3.2 You are not required to follow what is outlined in this or any ACOP. Compliance with it is not mandatory. But section 226(2) of HSWA provides that if you follow all the actions in this ACOP that are relevant to your circumstances, you are considered to have met the stated legal duty.
- 1.3.3 This ACOP sets out one way to comply with legal duties. As a duty holder, you can choose to meet your HSWA duties in other ways, as long as you achieve a standard of health and safety that is at least equal to what is described in this ACOP.
- 1.3.4 Determine what actions are relevant to your situation by asking:
- What is your role?
  - What are the roles of any other PCBUs?
  - What is the work you are doing?
  - What are the work conditions?
  - What are the work risks, including the critical risks?
  - What is your degree of influence and control?

## 1.4 How is this document structured?

- 1.4.1 This document is structured to set out practical ways to manage the risks associated with farm vehicles and attached machinery. This includes how those risks change depending on the environment, the type of vehicle, and the work being carried out.
- 1.4.2 The document is organised into sections that cover:
- the operating environment (what to consider before and during work)
  - how to safely operate farm vehicles and attached machinery, including:
    - control measures that apply to all vehicles
    - managing risks by vehicle type
    - higher-risk tasks and how they are carried out
  - general requirements that support safe systems of work, including:
    - information, supervision, training and instruction
    - workplace emergency planning
    - first aid arrangements
    - young workers
    - drugs and alcohol.
- 1.4.3 Each section identifies the key risks and sets out the actions to manage those risks in line with relevant legal duties. Some sections also have illustrative examples (see Figure 1).



**FIGURE 1:** What is covered in this ACOP

- 1.4.4 The examples in this ACOP show **how you might** take the required actions in different situations on different farms. They do not describe all actions required to meet legal duties and do not replace the actions set out in each section.

## 1.5 Supporting information

- 1.5.1 You can find links to supporting health and safety information on this online [Resources](#) page.
- 1.5.2 The material linked to from the [Resources](#) page is additional information only. It is not part of this ACOP, and therefore does not form part of the actions you need to take in order to be treated as if you have complied with your HSWA duties.

## **PART B**

---

# The operating environment – what to check before and during work

### **IN THIS PART:**

**2.0** Introduction to Part B

**3.0** Environment checks

---

## 2.0

# Introduction to Part B

### IN THIS SECTION:

**2.1** What does this part cover?

## 2.1 What does this part cover?

- 2.1.1 Part B applies to PCBU's who use farm vehicles or attached machinery for work. It addresses the risk of death or serious injury from crashes, rollovers, loss of control or people being struck where operating environment conditions affect safe vehicle use.
- 2.1.2 This part sets out actions to manage those risks to comply with [section 36 of HSWA: Primary duty of care](#)
- 2.1.3 This part covers:
- ground conditions and access routes
  - weather, visibility and severe weather
  - working around people, animals and other activity
  - working near public roads and areas used by the public (including entrances and accessways).

---

# 3.0

## Environment checks

### IN THIS SECTION:

- 3.1** Minimum environment checks (before you start)
- 3.2** Monitor conditions during work
- 3.3** If conditions change – pause, reassess, then change or stop
- 3.4** Ground and access – what to do when risks are present
- 3.5** Weather, visibility and severe weather – what to do when risks are present
- 3.6** People, animals and other activity
- 3.7** Working near public roads and areas used by the public

### 3.1 Minimum environment checks (before you start)

- 3.1.1 Before starting vehicle work, assess the operating conditions, and take the actions described in Table 1.
- 3.1.2 Only allow vehicles to be operated if:
- the vehicle can be kept under control
  - stability can be maintained
  - visibility is adequate
  - people can be kept clear of vehicle movements.

| AREA                   | WHAT TO CHECK                                                                                                                                                                                                                            | IF NOT SAFE, TAKE THIS ACTION (OR ENSURE OTHERS DO)                                                                                                                                                                                                                                                                    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ground and access      | <ul style="list-style-type: none"> <li>- Steepness</li> <li>- Soft or uneven ground</li> <li>- Ruts, edges, drains or waterways</li> <li>- Overhead/underground services</li> <li>- Bridges</li> <li>- Culverts and crossings</li> </ul> | <ul style="list-style-type: none"> <li>- Avoid the area or use a safer route.</li> <li>- Delay work until conditions allow safe operation.</li> <li>- Repair or improve accessways before use.</li> <li>- Use vehicles that can be operated under control and remain stable for the terrain and conditions.</li> </ul> |
| Weather and visibility | <ul style="list-style-type: none"> <li>- Current and forecast conditions</li> <li>- Light level</li> <li>- Fog</li> <li>- Dust</li> <li>- Shade</li> <li>- Severe weather warnings</li> </ul>                                            | <ul style="list-style-type: none"> <li>- Plan work so conditions allow safe operation.</li> <li>- Plan the work so vehicles can be operated at a safe speed.</li> <li>- Delay or stop work if conditions prevent safe operation.</li> </ul>                                                                            |
| Work-related factors   | <ul style="list-style-type: none"> <li>- Fatigue</li> <li>- Dehydration</li> <li>- Noise</li> <li>- Heat or cold that could affect alertness or control</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>- Provide breaks and access to drinking water.</li> <li>- Manage fatigue by adjusting workload and duration.</li> <li>- Rotate tasks if required to maintain safe operation.</li> </ul>                                                                                         |
| People and animals     | <ul style="list-style-type: none"> <li>- Who is in the area</li> <li>- Presence of children</li> <li>- Livestock movement</li> <li>- Busy or shared work areas</li> </ul>                                                                | <ul style="list-style-type: none"> <li>- Separate people from vehicle work areas.</li> <li>- Control livestock movement.</li> <li>- Delay work until clear.</li> </ul>                                                                                                                                                 |
| Public road interface  | <ul style="list-style-type: none"> <li>- Crossings and entry points</li> <li>- Sight lines</li> <li>- Traffic speed and volume</li> <li>- Reversing or manoeuvring needs</li> <li>- Whether traffic management is required</li> </ul>    | <ul style="list-style-type: none"> <li>- Adjust the work plan.</li> <li>- Improve visibility or control measures.</li> <li>- Use traffic management where needed.</li> </ul>                                                                                                                                           |

**TABLE 1:** Minimum environment checks and actions to take

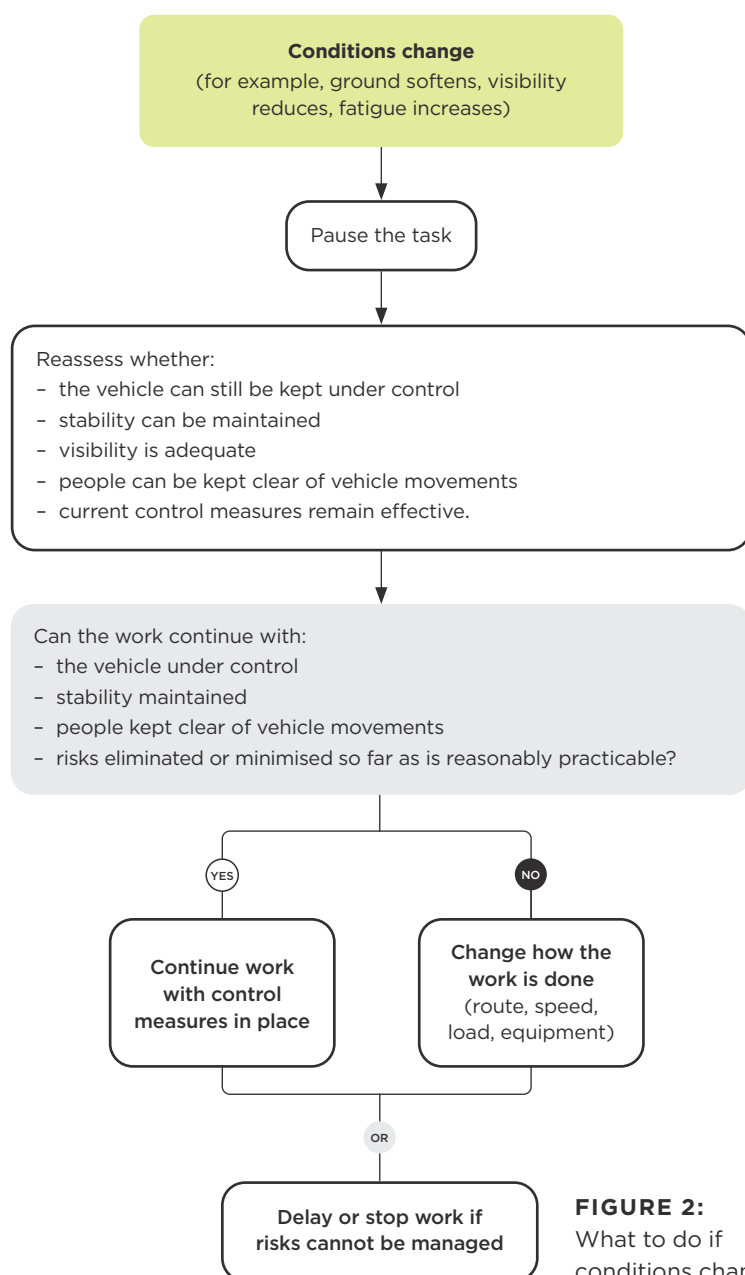
- 3.1.3 Sections 3.3 to 3.7 set out what to do when risks are present or conditions change.
- 3.1.4 If children are present, prevent them from being struck or run over by vehicles. Only allow vehicle operation if children:
- are separated from vehicle movements
  - are visible to the operator
  - cannot enter the vehicle operating area.
- 3.1.5 Do not start work if conditions mean vehicles cannot be operated safely.

## 3.2 Monitor conditions during work

- 3.2.1 During work, keep monitoring the operating conditions. This is particularly important if children are present and work areas, routes or conditions change. If conditions change or new risks arise, take action to manage those risks.

## 3.3 If conditions change – pause, reassess, then change or stop

- 3.3.1 If conditions change in a way that could increase risk (for example, ground becomes softer, visibility reduces, work takes longer than planned, or operators become fatigued or dehydrated), complete the actions below.



**FIGURE 2:**  
What to do if  
conditions change

- 3.3.2 Do not continue work until the changed conditions have been reassessed, and the work can be carried out with:
- the vehicle under control with stability maintained
  - people separated from vehicle movements
  - any new risks eliminated or minimised.

### 3.4 Ground and access – what to do when risks are present



**FIGURE 3:**  
Typical farm terrain  
and access tracks

- 3.4.1 Ground and access conditions can cause loss of traction, loss of control, or vehicle rollover (for example, the ground is too soft or too hard so may reduce traction, tracks are damaged or narrow, or there is a risk of sliding toward a drain or bank).
- 3.4.2 To manage these risks:
- avoid the area or use a safer route
  - do not resume work until conditions allow safe operation
  - repair, improve or maintain tracks and accessways
  - change the method, vehicle or attached machinery being used.
- 3.4.3 Stop work if the vehicle cannot be kept under control, or if the ground cannot safely support it.

### 3.5 Weather, visibility and severe weather – what to do when risks are present



**FIGURE 4:**  
Checking the weather conditions now and forecast for the day

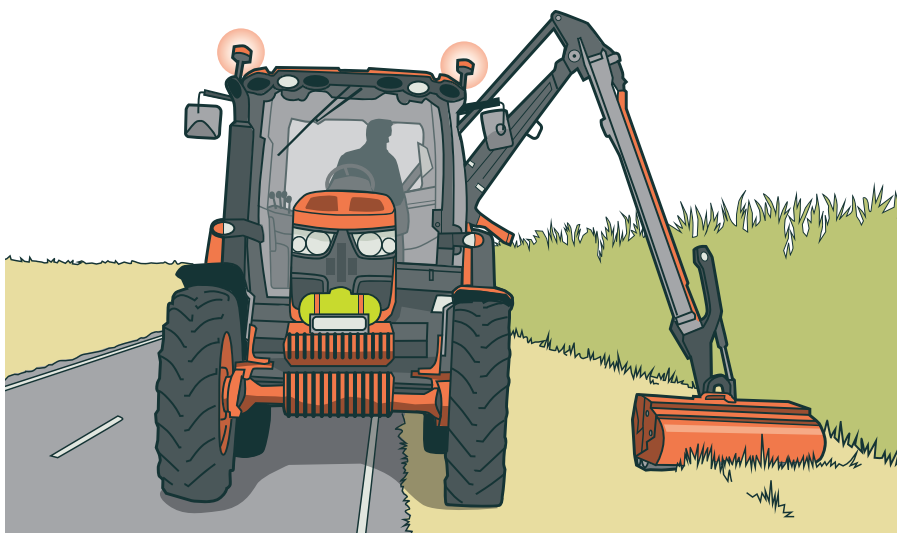
- 3.5.1 Weather and visibility conditions can reduce visibility, affect traction and increase fatigue. This can lead to loss of control, collisions, or other unsafe vehicle operation (for example, in fog or low light, on slippery ground, in strong winds, or in extreme heat or cold).
- 3.5.2 To manage these risks:
- plan work for daylight hours to maintain clear visibility
  - plan and carry out work so vehicle speed allows hazards to be clearly seen, and stop work when this cannot be achieved
  - delay or stop non-essential work during severe weather, or when access routes become unsafe
  - manage fatigue by providing workers with regular breaks and drinking water, and rotating tasks or shortening work periods when conditions are demanding.
- 3.5.3 For more information about severe weather conditions, see the [Resources](#) page.

### 3.6 People, animals and other activity

- 3.6.1 People and animals can be struck or run over by vehicles, especially in areas with multiple activities, limited visibility, or if people are on foot. Children are at higher risk because they may move unpredictably, have limited hazard awareness, and can be difficult for operators to see.
- 3.6.2 To manage these risks:
- separate people on foot from vehicle operating areas
  - manage the increased risk when children are present by keeping them well away from vehicle movements
  - put clear systems in place so everyone knows when and where vehicles are operating

- plan the work so vehicle speed, visibility and separation are managed
- use spotters where needed
- stop work if people cannot be safely separated, or the area cannot be safely managed.

### 3.7 Working near public roads and areas used by the public

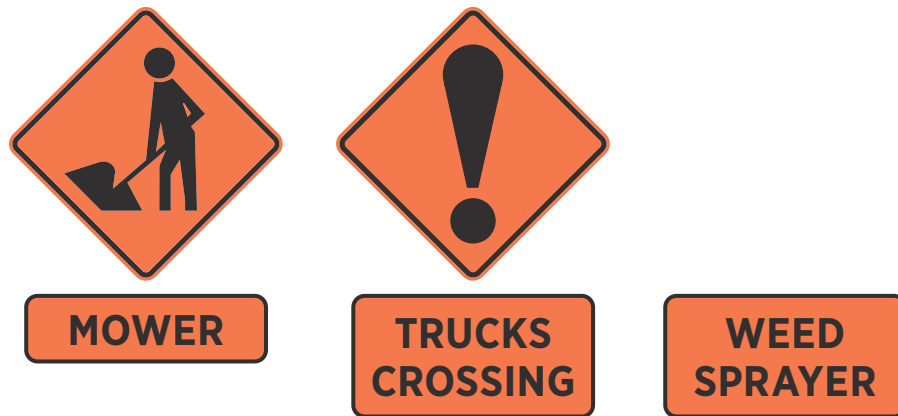


**FIGURE 5:**  
Tractor working  
on a public road

- 3.7.1 Working near or on public roads increases the risk of vehicles colliding with other road users, or striking people in entrances, accessways, and other areas used by the public.
- 3.7.2 To manage the risk of collision with other vehicles or members of the public when operating near or on public roads, plan and carry out the work according to the actions described in Table 2.

| CHECK                                   | WHAT TO DO                                                                                                             |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Vehicle, load, and attachment stability | Select and use vehicles, loads and attachments that maintain stability, visibility and control.                        |
| Road rules                              | Carry out the work in line with relevant road rules.                                                                   |
| Traffic speed and flow                  | Plan the work so vehicles operate at a safe speed and maintain visibility and separation from other traffic.           |
| Entries, crossings and sight lines      | Check sight lines, traffic volume, and that entry, exit and manoeuvring can be done safely before starting work.       |
| Short or predictable movements          | Put warning signs (see Figure 6), lights or spotters in place where needed, so other road users are aware of the work. |
| Higher-risk or longer duration work     | Put traffic management in place before work starts.                                                                    |
| Other PCBU's and contractors            | Work with other PCBU's and contractors to coordinate activities and manage shared risks.                               |

**TABLE 2:**  
Checks when working  
near or on public roads



**FIGURE 6:**  
Examples of signs to  
use when working near  
or on a public road

## PART C

---

# Safely operating farm vehicles and attached machinery

### IN THIS PART:

- 4.0** Introduction to Part C
- 5.0** When conditions change
- 6.0** Before operating a vehicle – checks that apply to all vehicles
- 7.0** Safe use that applies to all farm vehicles
- 8.0** Managing risks by vehicle type
- 9.0** Higher-risk tasks and how to manage them safely
- 10.0** Maintenance and taking vehicles out of service

---

# 4.0

## Introduction to Part C

### IN THIS SECTION:

**4.1** What does this part cover?

## 4.1 What does this part cover?

- 4.1.1 Part C applies to PCBUs that operate, manage, or control farm vehicles or attached machinery for work. It addresses the risk of death or serious injury from loss of control, collision, rollover, people being struck, entanglement, or unsafe vehicle or machinery condition.
- 4.1.2 PCBU's need to ensure that any workers who operate, manage, or control these vehicles or machinery do so safely, in line with the actions in this section.
- 4.1.3 The actions in this part set out ways to manage those risks to comply with [section 36 of HSWA: Primary duty of care](#)
- 4.1.4 If a PCBU manages or controls farm vehicles or attached machinery, the actions also set out ways to manage plant-related risks described in this part to comply with [section 38 of HSWA: Duty of PCBU who manages or controls fixtures, fittings, or plant at workplaces](#)
- 4.1.5 Sometimes the safest decision is to change how the task is done, use a different vehicle, or not do the task at all, before working out how to do the task safely.
- 4.1.6 This part covers:
  - responding to changing conditions during vehicle or machinery operation
  - choosing vehicles that can be operated under control, and remain stable for the task, load, terrain and conditions
  - checks before operating vehicles and attached machinery
  - safe-use practices that apply to all vehicles
  - managing risks by vehicle type
  - higher-risk tasks (for example, towing, working on slopes, spraying, and working near water)
  - breakdowns, rollovers and taking vehicles out of service
  - maintenance repairs and modifications.

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## 5.0

# When conditions change

### IN THIS SECTION:

- 5.1** Respond to changing conditions
- 5.2** Choosing the right vehicle for today's job

## 5.1 Respond to changing conditions

- 5.1.1 If conditions change in a way that could increase risk during vehicle or machinery operation, do not allow work to continue unless the risk can still be eliminated or minimised.
- 5.1.2 When conditions change, pause the task and reassess the risk before continuing work (see Figure 2).
- 5.1.3 Check whether:
  - the vehicle can still be operated under control and remain stable for the task and conditions
  - the way the work is being carried out allows for continued management of the risk
  - existing control measures remain effective.
- 5.1.4 If a change in conditions increases risk, take action to eliminate the risk, or minimise it. To do this:
  - change how the work is done, including the route, speed, load, attachment, or equipment used, or
  - delay the task until conditions improve, or
  - stop work if the risk cannot be managed safely.

### Example 1:

#### Changing routes and stopping when conditions increase risk

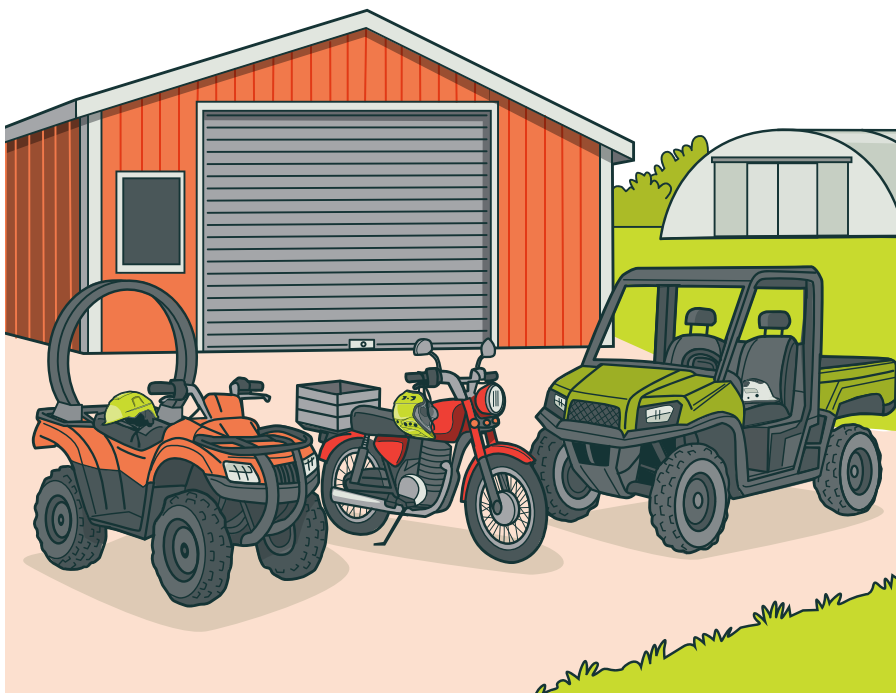
Sam is mustering with a trailer attached when he finds the usual farm track blocked. He takes an alternative route, but the ground is wet, visibility is poor, and parts of the route are sloping and unfamiliar.

The farm's operating rules require operators to stop and reassess if conditions change in a way that could affect stability or control, particularly when towing. Sam stops and considers how the trailer could push the vehicle on the slippery ground, especially on the slopes.

Sam decides the risks cannot be managed safely. He drops the trailer, delays the job until conditions improve, and lets his farm manager know that the alternate route becomes unsafe in wet conditions so it can be avoided or reassessed in future.

## 5.2 Choosing the right vehicle for today's job

- 5.2.1 Choose a vehicle that:
  - can be operated under control and remain stable for the task and conditions
  - and allows the operator to remain in control at all times.
- 5.2.2 If children are involved in work tasks, only allow them to use vehicles and carry out tasks that suit their age, size, strength, experience and capability. Do not allow the task to go ahead if the risk of loss of control, run-over or rollover cannot be effectively managed.
- 5.2.3 If more than one vehicle could be used for a task, use the vehicle that provides the highest level of protection against serious injury for the task and conditions.

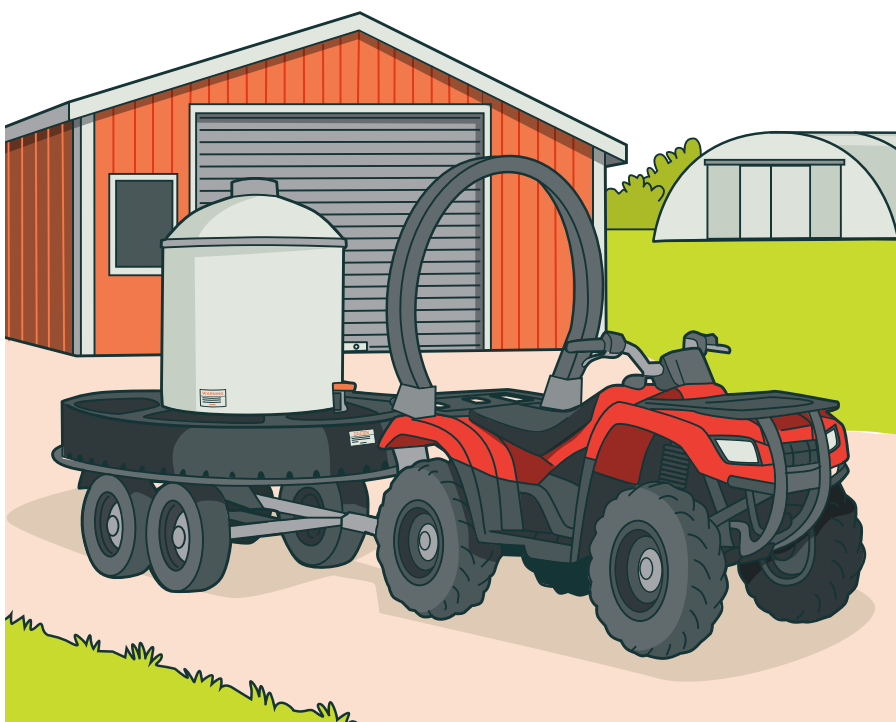


**FIGURE 7:**  
Choosing the right  
vehicle for the job

5.2.4 Do not allow a vehicle to be used if:

- it is not in full safe operating condition
- the operator does not have the skills and experience to safely operate the vehicle in the terrain or conditions
- the vehicle is not designed to safely carry the required load, passengers or attachments
- the task or conditions would reduce the vehicle's stability, or the operator's ability to control it.

5.2.5 For guidance on choosing the right vehicle, see the [Resources](#) page.



**FIGURE 8:**  
Quad bike with  
loaded feeder trailer

**Example 2:****Towing and choosing the right vehicle**

Jamie (the PCBU) needs to move a loaded feeder trailer across uneven paddocks and up a short incline. The farm provides different vehicles for different towing tasks and has clear rules about which vehicles are suitable for heavier loads and steeper terrain.

After checking the job and conditions, Jamie decides the quad bike is not suitable for towing the feeder safely. Instead, Jamie uses the tractor, which is designed and rated for heavier towing and better control on uneven ground.

By choosing a vehicle that can be operated under control and remain stable for the load and conditions, Jamie reduces the risk of loss of control or rollover during the task.

**Example 3:****Deciding whether a vehicle and task are suitable for a child**

Chris and Jo (the PCBU) run a sheep and beef farm. One afternoon, they plan to check water troughs in a paddock near the house. Their 13-year-old, Alex, offers to help by riding the quad bike while Chris walks the paddock.

Alex has completed training on a youth-sized quad bike that is designed for his age and physical size. Before assigning the task, Chris considers the risks involved. He thinks about Alex's age, experience and ability to recognise hazards, as well as the conditions in the paddocks. The route includes uneven ground, ruts, wet areas and stock that may move unexpectedly.

Chris also considers the risk of loss of control and rollover associated with quad bike use. Although an appropriately sized quad bike is available and Alex is trained and equipped with an approved helmet and suitable footwear, Chris decides the terrain and conditions make the task unsuitable for Alex on that day.

Instead, Alex helps by checking troughs on foot in a nearby paddock where no vehicles are operating, while Jo supervises. Chris uses the quad bike to complete the remaining checks.

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## 6.0

# Before operating a vehicle – checks that apply to all vehicles

### IN THIS SECTION:

- 6.1** Check operator, vehicle and conditions before operating
- 6.2** Fit for the operator
- 6.3** Checks before operating
- 6.4** Manufacturer limits
- 6.5** Protective equipment

## 6.1 Check operator, vehicle and conditions before operating

- 6.1.1 Before operating a vehicle, check that:
- the operator has the skills, knowledge and ability to carry out the task safely
  - the vehicle is in a safe operating condition and can be kept under control
  - the conditions allow the work to be carried out with the vehicle under control, and people kept clear of vehicle movements.
- 6.1.2 If these checks are not done, there is a higher risk of loss of control, collision or rollover.

## 6.2 Fit for the operator

- 6.2.1 Workers who are not capable, trained, or in a fit state can lose control of vehicles or make unsafe decisions, increasing the risk of harm to themselves and others.
- 6.2.2 Vehicles and tasks need to match the worker's age, skill and experience. Children can only carry out a limited range of low-risk tasks using vehicles that match their age, size, strength, experience and capability.
- 6.2.3 Only allow workers, or other people at the workplace, to operate vehicles if they have the skills, knowledge and ability to do so safely for the task, terrain and conditions. Provide supervision until they can do this.
- 6.2.4 Do not allow a worker to operate a vehicle if this would increase risk, including if they:
- are not trained or familiar with it
  - have not been assessed as able to safely operate the vehicle in the terrain and conditions they will be working in (refer to Table 6 in Section 12.2 for further information on how to assess operator capability)
  - believe the vehicle is unsafe to use for the task
  - are tired, stressed, dehydrated or unable to stay alert for the duration of the work
  - are affected by heat or sun exposure, or lack of fluids or food in a way that causes discomfort, distraction or reduced concentration
  - are under the influence of alcohol or drugs
  - are taking medication that affects alertness.
- 6.2.5 Provide a way for workers to raise concerns about their ability to safely operate a vehicle, or about the safety of the task or conditions, and support them to stop operating vehicles until the risk is addressed.
- 6.2.6 Provide close supervision for young or inexperienced workers until they can safely carry out the task in the terrain and conditions. Do not allow children to operate vehicles unless this is permitted under the relevant regulations (see Section 16.0). The vehicle, task, terrain and conditions need to match their age, size, strength, experience and capability.

## 6.3 Checks before operating

- 6.3.1 Put pre-start checks in place before vehicles are used. These checks help identify faults, unsafe conditions, or hazards that could lead to loss of control, collision, or injury.
- 6.3.2 At the start of the day or shift, check key items that could change between uses or affect safe operation.
- 6.3.3 Use the manufacturer's recommended pre-start checks if available.

## If children are present

- 6.3.4 Do not allow vehicles to be started, moved or reversed until children are well clear of the vehicle's path of travel.

## Safety checks at the start of the day or shift

- 6.3.5 Table 3 lists safety checks to use at the start of the day or shift to identify conditions that could affect vehicle safety or control before work starts.

| CHECK AREA            | WHAT TO CHECK                                                                                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vehicle condition     | <ul style="list-style-type: none"> <li>- The vehicle has no obvious damage, leaks or loose parts that could affect safety or control.</li> <li>- Tyres, wheels or tracks are visibly sound and provide adequate grip and stability for the conditions.</li> <li>- Steering, brakes and operating controls function as intended.</li> </ul>  |
| Operator setup        | <ul style="list-style-type: none"> <li>- The seat, steering and controls are adjusted for the operator.</li> <li>- Required safety equipment for the task (for example, seatbelts or helmets) is available and can be used correctly.</li> </ul>                                                                                            |
| Fluids and power      | <ul style="list-style-type: none"> <li>- Fuel is sufficient for the task.</li> <li>- Oil and other essential fluids are not obviously low or leaking.</li> </ul>                                                                                                                                                                            |
| Loads and attachments | <ul style="list-style-type: none"> <li>- Loads are within the vehicle's rated capacity, positioned low and evenly where needed, and secured so they cannot shift during operation.</li> <li>- Attachments, hitches, tow points and connections are secure.</li> <li>- Power take-off (PTO) guards, shafts and caps are in place.</li> </ul> |
| Operating area        | <ul style="list-style-type: none"> <li>- Visibility is adequate to safely see hazards.</li> <li>- The area is clear of people, animals and obstacles.</li> </ul>                                                                                                                                                                            |

**TABLE 3:** Safety checks at the start of the day or shift

- 6.3.6 If anything is unsafe or not working properly, do not allow the vehicle to be used until the fault has been fixed and checked by someone with the skills, knowledge or experience to repair or assess that type of vehicle or fault and confirm it can be operated safely.

## 6.4 Manufacturer limits

- 6.4.1 Manufacturers design vehicles to operate safely within specific limits. Using them outside these limits can lead to loss of control, vehicle instability, or failure of safety systems.
- 6.4.2 Use vehicles and attached machinery within the manufacturer's limits, and apply those limits when planning and carrying out the work, including:
- maximum load and towing capacity
  - passenger numbers
  - approved attachments or configurations (only use attachments and configurations approved by the manufacturer and compatible with the vehicle). **Note:** If modifications have been made and manufacturer approval or guidance is not available, have them assessed and certified by an appropriate Chartered Professional Engineer (CPEng)
  - tyre type and pressure
  - terrain and slope suitability (including limits related to ride, suspension and vibration exposure)
  - required safety features, such as seatbelts, rollover protective structures, guards, warning lights, nets or doors.

## 6.5 Protective equipment

- 6.5.1 Helmets and seatbelts reduce the risk of serious injury or death if a vehicle rolls over, collides, or stops suddenly.
- 6.5.2 Require seatbelts to be worn whenever they are fitted to vehicles or machinery.
- 6.5.3 Provide approved protective helmets for workers who operate quad bikes, side-by-sides and two-wheel motorbikes, and require them to be worn. Select helmets that fit the operator properly, can be securely fastened, are in good condition, and meet recognised safety standards (see next section).

### Approved protective helmets

- 6.5.4 To help manage the risk of head injury, provide suitable helmets, and require them to be worn.
- 6.5.5 An approved protective helmet is one that:
  - is designed for motorbike, quad bike or side-by-side use
  - is the right size for the operator, can be securely fastened, is in good condition, and
  - meets a recognised New Zealand or equivalent international safety standard appropriate to how and where the vehicle is being used.
- 6.5.6 For farm work, this means:
  - a motorbike helmet that meets New Zealand Standard NZS 5430 or an equivalent international standard, or
  - when travelling off-road at farm (generally under 30 km/h), an all-terrain vehicle (ATV) helmet that meets New Zealand Standard NZS 8600:2002 or an equivalent international standard.
- 6.5.7 Require helmets to be worn correctly at all times when operating quad bikes, side-by-sides and two-wheel motorbikes, and replace them if they are damaged, involved in an impact, or no longer fit properly.
- 6.5.8 Select helmets and eye protection that fit properly, do not restrict vision, and can be used consistently in the conditions, including hot or sunny weather.
- 6.5.9 Providing helmets does not remove the need to manage other vehicle risks, including stability, speed, terrain, operator capability, and environmental conditions, such as heat and sunlight.
- 6.5.10 See Figure 9 for examples of approved protective helmets.



**FIGURE 9:**  
Examples of approved  
protective helmets

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## 7.0

# Safe use that applies to all farm vehicles

### IN THIS SECTION:

#### 7.1 Core safe operating actions

## 7.1 Core safe operating actions

- 7.1.1 Regardless of vehicle type, put systems in place so operators:
- stay within manufacturer limits (load, towing, passengers, approved attachments/configurations)
  - do not overload vehicles
  - secure loads, and keep weight low and evenly distributed
  - mount/dismount only when stopped, use steps/handholds and aim for three points of contact
  - remove keys from vehicles when not in use
  - do not leave vehicles unattended with engine running, especially when children are present or nearby (for more information, see the [Resources](#) page)
  - stop work when conditions become unsafe, visibility is lost, terrain is uncertain or fatigue/distraction affects focus.

---

# 8.0

## Managing risks by vehicle type

### IN THIS SECTION:

- 8.1** Introduction to managing risks by vehicle type
- 8.2** Quad bikes
- 8.3** Side-by-sides
- 8.4** Two-wheel motorbikes
- 8.5** Utes and four-wheel drives (2WD and 4WD)
- 8.6** Tractors

## 8.1 Introduction to managing risks by vehicle type

- 8.1.1 Different types of farm vehicles present different risks. These include rollover, loss of control, collision and entanglement.
- 8.1.2 Set up and use each type of vehicle based on the risks it presents. The following sections describe the specific risks and control measures for each vehicle type.
- 8.1.3 The general rules that apply to all vehicles are in sections 5.0 to 7.0.

## 8.2 Quad bikes

- 8.2.1 Quad bikes can roll over or lose stability, particularly on slopes, uneven terrain, or when loads are carried. These risks can result in serious crush injuries or death.
- 8.2.2 The following actions set out a way to manage these risks when using quad bikes for work.



**FIGURE 10:**  
Quad bike

## Set up and operate safely

### Set up the quad bike for safe operation

To manage the risk of rollover and loss of control, set up and maintain quad bikes so they remain stable and controllable. To do this:

- set up quad bikes according to the manufacturer's instructions
- select tyres that provide adequate grip and stability for the terrain, and set tyre pressures to the manufacturer's recommended pressure for the conditions and load
- maintain brakes, steering, and throttle response so the quad bike can be kept under control
- keep loads within the vehicle's rated capacity, positioned low and evenly distributed, and secured so they cannot shift during operation
- keep loaded spray tanks within the manufacturer's load weight limits
- use engineering control measures to help prevent loss of control or rollovers, for example, speed limiters, GPS-based monitoring, and roll or stability detection technology.

### Operate the quad bike safely

To manage these risks during operation, plan and carry out work using quad bikes in a way that reduces the risk of rollover or loss of control. To do this:

- require approved protective helmets and suitable footwear to be worn
- do not allow quad bikes to be used on terrain where stability or control is reduced (for example, steep slopes or saturated ground)
- plan tasks and loads so stability can be maintained
- do not allow passengers
- do not allow loads or animals to be carried if this affects stability or control (for example, holding a sheep or lamb across your lap)
- do not allow quad bikes to be operated in areas where children cannot be kept well clear of vehicle movements
- do not allow quad bikes to be left unattended in areas accessible to children, and put measures in place to prevent unauthorised use (for example, removing keys when not in use).

**Note:** Information within this box is a WorkSafe recommendation only, **it is not a required action to meet compliance.**

A crush protection device (CPD) helps reduce the risk of serious injury, including suffocation and crush injuries. It does this by limiting the likelihood of an operator being crushed or pinned if a quad bike overturns.

#### **WorkSafe strongly recommends installing a CPD when using quad bikes for work.**

Fit a CPD that is compatible with the quad bike. Install and maintain it in accordance with the CPD manufacturer's instructions.

Fitting a CPD does not replace the need to manage other rollover risks, including terrain, loading, speed, and vehicle condition.

In most circumstances, a CPD is an important control measure for reducing the consequences of a quad bike rollover. However, PCBUs should always assess the suitability of control measures for their operating environment.

## Children operating quad bikes for work tasks

- 8.2.3 Children who operate quad bikes for work are at higher risk of loss of control, rollover, and serious injury, including crush injuries. These risks arise due to factors such as size, strength, experience and hazard awareness.
- 8.2.4 The following actions set out a way to manage these risks when children are involved in operating quad bikes for work.
- 8.2.5 Do not allow children under 16 years of age to operate adult-sized quad bikes.

- 8.2.6 If children under 16 years of age are involved in work tasks, provide appropriately sized quad bikes that are designed for their age, physical size and capability.
- 8.2.7 If children operate quad bikes for work tasks, put the following control measures in place to manage the risk.
- Provide training and supervision so children can operate the quad bike safely before riding on their own.
  - Require an approved protective helmet and suitable footwear to be worn.
  - Do not allow passengers or loads that could affect stability or control.
  - Set clear limits, including where the quad bike can be used, speed restrictions, and terrain where the quad bike can be operated under control and remain stable.
- 8.2.8 **Note:** Age and work restrictions for young workers are set out in Section 16.0. These requirements must also be complied with.

### 8.3 Side-by-sides

- 8.3.1 Side-by-sides can roll over, collide with other vehicles or objects, or eject occupants if they are not restrained. These risks can result in serious injury or death.
- 8.3.2 The following actions set out a way to manage these risks when using side-by-sides for work.



**FIGURE 11:**  
Side-by-side

## Set up and operate safely

### Set up the side-by-side for safe operation

Set up and maintain side-by-side vehicles to manage the risk of rollover, loss of control and occupant ejection. To do this:

- fit a rollover protective structure (ROPS) that is structurally sound and free from damage (for example, cracks, bends or rust) that could reduce its effectiveness
- provide seatbelts that are in good condition, working and require them to be used by drivers and passengers
- fit manufacturer-approved nets or doors, secure them, and maintain them correctly
- require drivers and passengers to wear approved protective helmets
- keep loads within the rated capacity, and secure them so they cannot shift during operation
- do not use the footwell for carrying loads, and keep it clear so controls can be used safely
- maintain brakes, steering and tyres so the vehicle can be kept under control.

### Operate the side-by-side safely

To manage these risks during operation, plan and carry out work using side-by-sides in a way that reduces the risk of rollover, loss of control and occupant ejection. To do this:

- do not allow anyone under 16 years of age to operate a side-by-side
- plan routes, loads and tasks so terrain, slope and conditions allow the vehicle to be kept under control and remain stable
- only use side-by-sides where the terrain, slope, load and conditions allow the vehicle to be operated safely and remain stable
- require occupants to remain seated and restrained within the cab while the vehicle is moving
- when parking on slopes, plan and position the vehicle to reduce the risk of rollaway (for example, turning wheels into the bank or uphill)
- where children are present on the ground, do not allow the vehicle to move until they are well clear and visible to the operator
- do not allow work to continue if the vehicle cannot be operated safely, or stability cannot be maintained in the conditions.

**Note:** A ROPS, helmet and seatbelt, used together, provide the primary protection in a rollover.

## Passengers

- 8.3.3 Passengers in side-by-side vehicles can be seriously injured if they are not properly seated or restrained, or if they interfere with vehicle controls. Risks include ejection from the vehicle, loss of control, and unintended vehicle movement.
- 8.3.4 The following actions set out a way to manage these risks when carrying passengers (including workers and other people at the workplace).
- 8.3.5 Only carry passengers in fitted seats with seatbelts.
- 8.3.6 Put the following control measures in place so passengers can be transported safely.
- Require passengers to be seated and restrained before the vehicle is started.
  - Require approved protective helmets to be worn.
  - Confirm children can sit securely, remain restrained for the whole trip, and cannot reach vehicle controls.
- 8.3.7 Manage the risk of unintended vehicle movement or interference with controls by:
- not allowing passengers to interfere with vehicle controls, including the accelerator
  - putting control measures in place when loading and unloading so controls are not accidentally engaged.

**Example 4:****Safety gear making a difference**

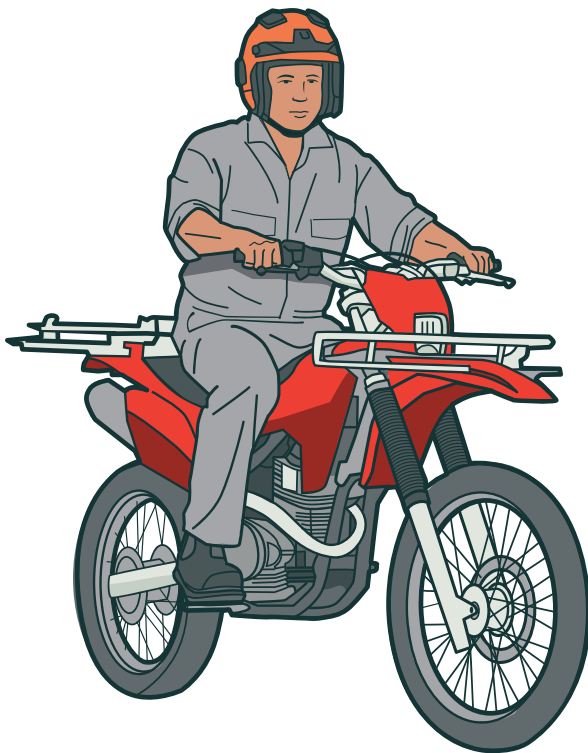
Moana and her workmates are using a side-by-side to carry tools and materials around the farm. The farm's rules require seatbelts and helmets to be worn whenever the side-by-side is operating, and workers are trained to check that nets and doors are secured before moving off.

While travelling along a farm track, the side-by-side hits an unexpected rut and rolls onto its side at low speed. Because everyone is wearing their seatbelts and helmets, and remains inside the cab, no one is seriously injured.

The vehicle is taken out of service, and the incident is reviewed before work resumes.

## 8.4 Two-wheel motorbikes

- 8.4.1 Two-wheel motorbikes can lose traction or balance, particularly on uneven or sloping terrain, or when carrying loads. These risks can lead to loss of control, collisions or falls, which can result in serious injury or death.
- 8.4.2 The following actions set out a way to manage these risks when using two-wheel motorbikes for work.



**FIGURE 12:**  
Two-wheel motorbike

## Set up and operate safely

### Set up the two-wheel motorbike for safe operation

To manage the risk of loss of control, falls and collisions, set up and maintain motorbikes so they can be operated under control and remain stable for the task and conditions. To do this:

- select motorbikes that are the correct size and fit for the worker and task
- select tyres that provide adequate grip and stability for the terrain, and set tyre pressures to the manufacturer's recommended pressure for the conditions and load
- maintain brakes, the chain, lights and the throttle so the motorbike can be kept under control
- require suitable protective footwear to be worn, that provides grip and ankle support.

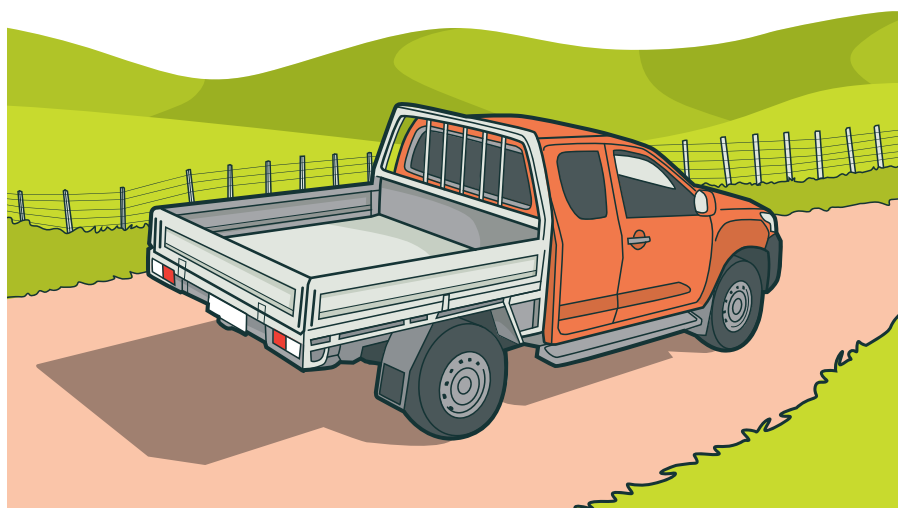
### Operate the two-wheel motorbike safely

To manage these risks during operation, plan and carry out work using motorbikes in a way that reduces the risk of falls, collisions and operator ejection. To do this:

- only use motorbikes where terrain, slope, load and conditions allow the operator to maintain control and balance
- plan routes and tasks so loads, terrain and conditions do not reduce stability or handling
- require approved protective helmets and suitable footwear to be worn
- do not allow passengers or loads unless the motorbike is designed and rated for them
- plan work so loads do not affect balance or control
- do not allow operation where conditions (for example, wet, uneven or unstable ground) reduce the ability to maintain control
- require safe systems of work so operators are not required to operate motorbikes while distracted (for example, when communicating or checking stock)
- do not allow operation in areas where children are present, unless they can be kept well clear of vehicle movements
- do not allow work to continue if control cannot be maintained, or conditions become unsafe.

## 8.5 Utes and four-wheel drives (2WD and 4WD)

- 8.5.1 Utes and four-wheel drive vehicles can roll over, lose control, or strike people, particularly when driven on uneven terrain or slopes, or when carrying or towing loads. These risks can result in serious injury or death.
- 8.5.2 The following actions set out a way to manage these risks when using utes and four-wheel drives for work.



**FIGURE 13:**  
Ute

## Set up and operate safely

### Set up the ute for safe operation

To manage the risk of rollover, load shift, vehicle failure and people being struck or ejected, set up and maintain vehicles so they remain stable and controllable.

To do this:

- do not carry passengers in trays
- keep loads within the vehicle and towbar limits, and secure them so they cannot shift during operation
- use tow balls, couplings and attachments that are compatible and correctly rated
- maintain critical safety systems (including brakes, steering, lights and tyres) so the vehicle remains in a safe, roadworthy condition, even if the vehicle is only used off-road
- select tyres that provide adequate grip and stability for the terrain, and set tyre pressures to the manufacturer's recommended pressure for the conditions and load.

### Operate the ute safely

To manage these risks during operation, plan and carry out work so vehicles are only used where they can be operated safely and remain stable. To do this:

- only use vehicles where terrain, slope, load and conditions allow the driver to maintain control and stability
- plan routes, loads and towing tasks so vehicle limits are not exceeded
- do not allow operation where terrain or conditions (such as steep slopes, soft ground or uneven surfaces) increase the risk of rollover or loss of control
- do not allow towing beyond the rated capacity of the vehicle
- require drivers to reduce speed on rough, loose or uneven surfaces, and near people, animals or buildings
- require safe reversing and manoeuvring practices, including using mirrors or cameras if fitted, and getting help when visibility is limited
- require the park brake to be applied before leaving the vehicle
- only allow passengers to be carried in fitted seats with seatbelts, and require appropriate restraints for children
- keep people well clear of vehicle movements
- do not allow work to continue if the vehicle cannot be operated safely, or stability cannot be maintained in the conditions.

## 8.6 Tractors



**FIGURE 14:** Four-wheel drive tractor, two-wheel drive tractor and four-wheel drive tractor with a Front End Loader (FEL)

- 8.6.1 Tractors can roll over, strike people, or cause entanglement, particularly when towing, working on slopes, or using attached machinery.
- 8.6.2 The following actions set out a way to manage these risks when using tractors for work.
- 8.6.3 ROPS and seatbelts are key control measures for managing tractor rollover risk. A ROPS provides a protective space during a rollover, and a seatbelt helps keep the operator within that space.

## Set up and operate safely

### Set up the tractor for safe operation

Set up and maintain tractors to manage the risk of rollovers, entanglement, being struck, and loss of control during normal tractor operations.

To do this:

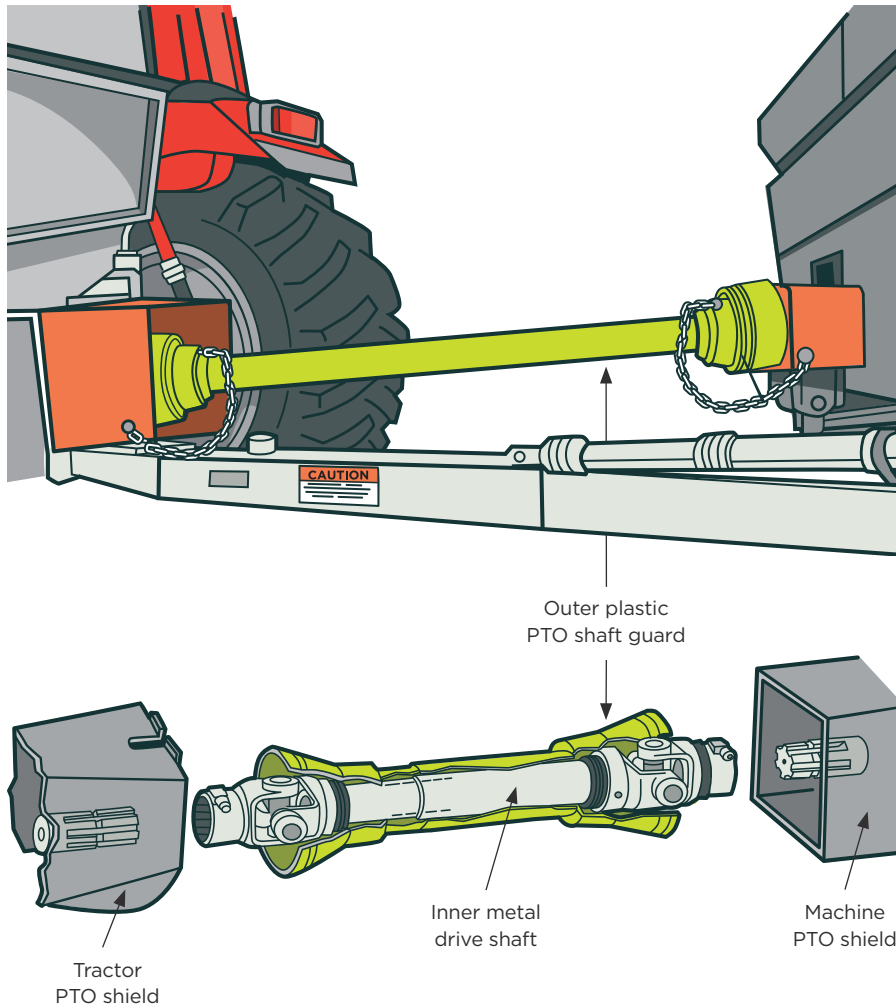
- fit and maintain a ROPS that is designed for the tractor, correctly installed, and free from cracks, bends, rust or other damage that could reduce its effectiveness (see Section 10.1 for modification and certification requirements)
- provide seatbelts that are functional and in good condition, and require operators and passengers to use them whenever the tractor is moving
- correctly fit PTO guards that are compatible with the tractor and attachment, and in good condition. Refit them after removal, including for front and rear-mounted PTOs (see Figure 15)
- cap PTO shafts and outlets when not in use
- select and set tyres, ballast and wheel settings to suit the terrain and load
- maintain brakes, steering and operating controls so the tractor can be kept under control
- provide hitching points and hydraulics that are the correct size, compatible with the attachment, and in good condition
- use implements that match the tractor's capacity
- require loose items in the cab to be secured or managed so they do not interfere with controls or operation
- provide information, training and supervision so workers understand the controls and can safely use attachments.

### Operate the tractor safely

To manage these risks during operation, plan and carry out work using tractors in a way that reduces the risk of rollover, loss of control, run-over and entanglement. To do this:

- only use tractors where terrain, slope, load and conditions allow the tractor to be operated safely and remain stable
- do not allow passengers (including children) unless the tractor is specifically designed with a fitted passenger seat, ROPS and seatbelts, and these are used
- only allow young workers to ride on or operate tractors when allowed under regulations (see Section 16.0), when training and supervision are in place, and the task matches the worker's age, size, strength, experience and capability
- require seatbelts to be worn whenever the tractor is moving
- keep children well away from moving tractors by separating work areas or delaying work if needed
- where visibility risks are present (for example, on or near public roads), require warning devices (such as amber beacons) to be used if fitted
- plan work so loads stay within the rated capacity (for example, require loads to be positioned low and evenly distributed, and secured so they cannot shift during operation)
- plan routes, loads and work so travel across slopes is minimised, and stability can be maintained
- plan work and vehicle operation so appropriate gearing is used to maintain control, particularly on slopes
- do not allow towing beyond the rated capacity of the tractor
- require loaders and implements to be lowered safely when parking
- require safe systems for stopping and dismounting, including applying the park brake before leaving the seat
- do not allow work to continue if stability or control cannot be maintained in the conditions.

- 8.6.3 Front-end loaders affect stability. Remove the loader when it is not needed. If the loader is removed, use front weight, where needed, to maintain safe balance for the task.



**FIGURE 15:**  
Example of a PTO guard

**Example 5:**  
**Loads and slopes affecting control**

Ari is moving a pallet of fencing materials using a tractor and front-end loader. As the ground becomes wetter and the route steeper, Ari notices the raised load is affecting the tractor's stability.

The farm's operating procedures require operators to stop and change the job if a load or slope reduces stability. Ari stops, lowers the load closer to the ground, and changes to a flatter route.

By adjusting how the work is done, Ari is able to continue the task safely without increasing the risk of rollover.

---

# 9.0

## Higher-risk tasks and how to manage them safely

### IN THIS SECTION:

- 9.1** Introduction to managing higher-risk tasks
- 9.2** Towing and attachments
- 9.3** Spraying and spreading
- 9.4** Working near water, drains and ditches
- 9.5** Working under raised or suspended loads
- 9.6** Breakdowns and rollovers

## 9.1 Introduction to managing higher-risk tasks

- 9.1.1 In this ACOP, 'higher-risk tasks' are tasks where the way in which the vehicle or attachment is used can quickly increase the risk of loss of control, rollover or collision.
- 9.1.2 These incidents can result in serious harm, including entanglement, crushing, people being struck, other serious injury, or death.
- 9.1.3 The following sections set out ways to manage these risks when carrying out higher-risk tasks.
- 9.1.4 Before starting higher-risk tasks, confirm roles, responsibilities and communication arrangements with everyone involved.
- 9.1.5 Confirm that conditions, workload and operator alertness allow the task to be carried out safely.

## 9.2 Towing and attachments

- 9.2.1 Towing trailers and using attachments can increase the risk of loss of control, rollover or collision, particularly when loads are heavy, unstable or used on slopes.
- 9.2.2 Use the actions in Table 4 to manage these risks.

| RISK AREA                                | WHAT TO DO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Towing limits and load</b>            | Keep loads within towing and rated capacity limits, and position and distribute loads to maintain stability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Couplings, pins and compatibility</b> | Provide and use coupling, pins and attachments that are compatible, correctly sized and in good condition with no obvious damage or unauthorised modifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Safety chains and braking systems</b> | Use safety chains and braking systems if they are required or fitted, and make sure they are correctly connected and working.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Securing loads</b>                    | Secure loads using appropriate load-securing systems (such as straps, chains, ropes or enclosed cabinets) so they cannot shift during operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Control on slopes and descents</b>    | Plan routes and work so speed, slope and loads allow control and stability to be maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Condition of towing equipment</b>     | Regularly inspect towing equipment, including couplings, pins, safety chains, brakes and attachment points, and remove damaged or worn equipment from use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>PTO safety</b>                        | <ul style="list-style-type: none"> <li>- Provide and maintain PTO guards so they remain in place in good condition, and are not damaged or modified.</li> <li>- When working with PTO equipment, plan and carry out work so blockages and adjustments are done safely. <ul style="list-style-type: none"> <li>- Disengage the PTO drive.</li> <li>- Put the tractor in neutral and apply the parking brake.</li> <li>- Stop the engine.</li> <li>- Remove the key.</li> <li>- Wait until all movement has stopped before approaching the PTO, or machine.</li> <li>- Use a tool to clear blockages.</li> </ul> </li> </ul> |
| <b>Hitching and working near PTO</b>     | Put safe systems in place for hitching and working near PTOs, including stopping the vehicle, applying the parking brake, lowering attachments, disengaging the PTO and/or shutting off the engine and removing the key.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Communication and coordination</b>    | Agree on clear signals and communication between the operator and the person guiding the attachment, and stop if unsure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**TABLE 4:** How to manage risks from towing and attachments

### 9.3 Spraying and spreading

- 9.3.1 Spraying and spreading can increase the risk of loss of control and rollover, particularly when loads shift or uneven terrain affects stability.
- 9.3.2 To manage these risks:
- keep loads within the rated capacity, positioned low and evenly distributed
  - avoid terrain where stability is reduced (for example, steep slopes or uneven ground)
  - use a vehicle and attachment combination that can be operated under control, and remain stable for the task and operating conditions.
- 9.3.3 This ACOP does not set out actions for hazardous substances or chemical exposure risks. For information on chemical handling, exposure controls, PPE, weather, and spray drift, see the [Resources](#) page.

### 9.4 Working near water, drains and ditches

- 9.4.1 Working near edges can increase the risk of rollover or loss of control if ground collapses or traction is reduced.
- 9.4.2 To manage these risks:
- keep vehicles back from edges where ground stability is uncertain
  - identify and avoid areas where ground may collapse
  - do not drive on saturated or unstable ground that reduces traction.

### 9.5 Working under raised or suspended loads

- 9.5.1 Working under raised or suspended loads can result in crushing injuries or death, especially if loads move unexpectedly or control measures fail.
- 9.5.2 To manage these risks:
- do not allow any work on or beneath suspended loads
  - do not allow work on equipment or loads raised and supported only by jacks or other dedicated lifting equipment. Always use purpose-designed and rated supporting equipment (such as stands and supports) to fully support equipment and loads
  - lower attachments and loads to the ground before carrying out inspection, maintenance or adjustments
  - keep workers separate from raised loads until loads are fully supported using purpose-designed, rated support equipment.

## 9.6 Breakdowns and rollovers

- 9.6.1 Breakdowns, vehicles becoming stuck, or rollover events can increase the risk of further injury if recovery of workers or vehicles is not managed safely.
- 9.6.2 To manage these risks:
- put procedures in place so workers avoid further movement if it may increase harm
  - call for help early
  - only allow recovery if workers are trained, the recovery method is planned, and the recovery of workers or vehicles can be carried out without increasing the risk of further harm.
- 9.6.3 After a rollover, collision, or other incident that may have affected vehicle safety, do not return the vehicle to service until it has been assessed by a person with the skills, knowledge and experience to determine that it can be operated safely.
- 9.6.4 If work is remote or isolated, provide effective communication methods. For more information on remote or isolated work, see Section 13.0.

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# 10.0

## Maintenance and taking vehicles out of service

### IN THIS SECTION:

- 10.1** Servicing, repairs and modifications
- 10.2** Tools, supports and working under vehicles

## 10.1 Servicing, repairs and modifications

- 10.1.1 Poorly maintained or modified vehicles and attached machinery can fail during use, or expose workers to moving parts. This can increase the risk of loss of control, rollover, entanglement, crushing, or people being struck.
- 10.1.2 The following actions set out a way to manage these risks by ensuring vehicles and attached machinery are maintained, repaired and taken out of service safely.

| TASK OR SITUATION                          | WHAT TO DO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maintenance and servicing</b>           | <ul style="list-style-type: none"> <li>- Service and maintain vehicles and attached machinery in line with the manufacturer's recommendations.</li> <li>- Follow planned maintenance schedules approved by the manufacturer, or, if this is not available, by someone with the skills, knowledge and experience to maintain that type of vehicle or machinery.</li> </ul>                                                                                                                                                                 |
| <b>Repairs</b>                             | <ul style="list-style-type: none"> <li>- Carry out repairs using people with the skills, knowledge and experience to repair that type of vehicle or fault.</li> <li>- Carry out repairs using methods approved by the manufacturer, or, if this is not available, by someone with the skills, knowledge and experience to assess those repairs.</li> </ul>                                                                                                                                                                                |
| <b>Working under vehicles or machinery</b> | <ul style="list-style-type: none"> <li>- Do not allow work under raised vehicles or attached machinery unless they are properly supported using purpose-designed and rated support equipment (such as axle stands).</li> <li>- Support vehicles or attached machinery so they are stable before working underneath or nearby.</li> </ul>                                                                                                                                                                                                  |
| <b>Energy isolation</b>                    | <ul style="list-style-type: none"> <li>- Put systems in place so vehicles and machinery are isolated before maintenance begins, including shutting down, removing the ignition key and keeping it with you, and releasing any stored hydraulic or water pressure.</li> <li>- Isolate other energy sources (such as electricity, air or gas) before work starts.</li> <li>- Put systems in place so isolated energy sources are not restored until the work is complete, and all workers are clear of the vehicle or machinery.</li> </ul> |
| <b>Unsafe vehicles</b>                     | <ul style="list-style-type: none"> <li>- Remove unsafe vehicles from service immediately, including those with clear damage, unusual smells or uncertified modifications.</li> <li>- Do not return them to service until they have been repaired and assessed as safe.</li> </ul>                                                                                                                                                                                                                                                         |

**TABLE 5:** Actions to safely service, maintain and repair farm vehicles and attached machinery

- 10.1.3 Modifications to vehicles or attached machinery can affect stability, control or safety systems. Obtain approval from the manufacturer for any modification that could affect these systems, including confirming the compatibility of attached machinery.
- 10.1.4 If manufacturer approval or information is not available, obtain certification from an appropriate Chartered Professional Engineer (CPEng) before making modifications that could affect stability, control, or safety systems.

## 10.2 Tools, supports and working under vehicles

- 10.2.1 Servicing, maintaining, inspecting or repairing vehicles and attached machinery can expose workers to moving parts, unstable loads or stored energy. This can result in crushing, entanglement, being struck, serious injury, or death if a vehicle or attachment moves or collapses during work.
- 10.2.2 These risks can arise if servicing, maintenance, inspection or repair work is carried out as part of the farm's operations or business activities.
- 10.2.3 The following actions set out a way to manage these risks.
- 10.2.4 To manage these risks when working on vehicles or attached machinery:
- provide and use tools, plant and equipment that are suitable for the task, and use them as intended
  - select tools, stands and lifting equipment that are suitable for the task, and have not been altered or modified in a way that could affect safety
  - do not allow damaged, unsuitable or makeshift tools or supports to be used
  - provide purpose-designed stands, supports and lifting equipment when working under vehicles or raised machinery
  - keep supports, stands and lifting equipment in good condition, and use them according to manufacturer instructions
  - do not allow work under vehicles or raised machinery if they are not properly supported and stable.

## **PART D**

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# General requirements including training

### **IN THIS PART:**

- 11.0** Introduction to Part D
- 12.0** Information, supervision, training and instruction
- 13.0** Remote or isolated working
- 14.0** Workplace emergency plans (farm vehicle and attached machinery emergencies only)
- 15.0** First aid for farm vehicle and attached machinery work
- 16.0** Young workers
- 17.0** Drugs and alcohol

---

# 11.0

## Introduction to Part D

### IN THIS SECTION:

**11.1** What does this part cover?

## 11.1 What does this part cover?

- 11.1.1 Part D sets out actions PCBU's can take to support the safe use of farm vehicles and attached machinery through effective systems, training and arrangements.
- 11.1.2 This part covers:
- information, supervision, training and instruction
  - remote or isolated vehicle and machinery work
  - emergency planning for vehicle and machinery incidents
  - first aid arrangements for vehicle and machinery work
  - managing risks for young workers
  - managing impairment from drugs, alcohol and medication.
- 11.1.3 The actions in this part do not require separate systems or documents for each farm activity. They explain how existing systems should address risks specific to operating farm vehicles and attached machinery.

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## 12.0

# Information, supervision, training and instruction

### IN THIS SECTION:

**12.1** In this section

**12.2** Provide training, instruction and supervision that matches the risks

## 12.1 In this section

- 12.1.1 This section sets out a way to provide information, supervision, training, and instruction for work involving farm vehicles and attached machinery to comply with [regulation 9 of the GRWM Regulations: Duty to provide information, supervision, training, and instruction](#)
- 12.1.2 Having workers who are not properly trained, supervised or instructed can increase the risk of loss of control, rollover, collision, entanglement or other serious harm when using vehicles and attached machinery.
- 12.1.3 The following actions set out a way to manage these risks by ensuring workers have the capability to carry out the work safely.

## 12.2 Provide training, instruction and supervision that matches the risks

- 12.2.1 Before workers operate farm vehicles or attached machinery, confirm they have the skills, knowledge and capability to carry out the task safely in the conditions they will face.
- 12.2.2 Provide training, instruction and supervision so workers can demonstrate they can safely operate vehicles and attached machinery. Use the actions in Table 6 to do this.

| AREA                                   | WHAT TO DO                                                                                                                                                                                            |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Capability for the task and conditions | Confirm workers can safely operate the farm vehicle or attached machinery for the specific task and conditions. To do this, observe them carrying out the task and using any attachments safely.      |
| Training and instruction               | Provide additional training or instruction if gaps are identified (including when workers are using new or unfamiliar vehicles or machinery), and adjust the work until it can be carried out safely. |
| Supervision                            | Supervise new or inexperienced workers (and experienced workers doing unfamiliar tasks) at a level that matches the risk.                                                                             |
| Training records                       | Keep a record of all training completed by each worker, including when refresher training is due.                                                                                                     |
| Training delivery                      | Make training readily understandable and tailored to the work and risks.                                                                                                                              |

**TABLE 6:** Training and supervision actions

- 12.2.3 For more information, see the [Resources](#) page.

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# 13.0

## Remote or isolated working

### IN THIS SECTION:

- 13.1** In this section
- 13.2** Put a system of work in place
- 13.3** Confirm the work can be done remotely
- 13.4** Communication and escalation
- 13.5** Plan for delays in emergency assistance
- 13.6** Review arrangements when conditions change

### 13.1 In this section

- 13.1.1 Remote or isolated work includes:
- working alone or being separated from colleagues
  - working in an isolated or inaccessible area where the nearest emergency help, such as Fire and Emergency or hospital, is some distance away
  - working outside normal business hours, including shift or night work
  - working in places where communication is difficult.
- 13.1.2 Remote or isolated vehicle or machinery work can increase the risk of serious injury or death if something goes wrong (for example, loss of control, rollover, collision or entanglement), because help may be delayed or unavailable.
- 13.1.3 This section applies to PCBU's where vehicle or attached machinery work is remote or isolated. It addresses the risk that workers may be unable to get help quickly if they are injured, stranded, or unable to communicate during vehicle or machinery work.
- 13.1.4 This section sets out actions PCBU's can take to manage that risk to comply with [regulation 21\(2\) of the GRWM Regulations](#)

### 13.2 Put a system of work in place

- 13.2.1 If vehicle or attached machinery work is remote or isolated, put a system of work in place that allows workers to operate safely and get help quickly if something goes wrong. This could include using simple site information, such as farm maps, agreed landmarks, or GPS-based location information, so workers can be located and emergency services can reach them quickly.

### 13.3 Confirm the work can be done remotely

- 13.3.1 Before work starts, confirm the following with the relevant person (for example, a supervisor, farm owner, or another worker).
- The task can be carried out without immediate assistance if something goes wrong, and the worker can stop work and remain safe until help arrives.
  - The worker has the experience, confidence and capability to do the work safely without direct supervision.
  - The risks of working remotely or alone have been assessed and can be effectively managed.

## 13.4 Communication and escalation

- 13.4.1 Communication and escalation arrangements need to work in practice.  
Use Table 7 to confirm that your arrangements work.

| CHECK                                          | WHAT TO CONFIRM                                                                                                                                                                                                        |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communication systems                          | Communication systems are reliable in the conditions the work is done, including for emergency use (for example, mobile phones, radios or personal locator beacons, or GPS-enabled devices where coverage is limited). |
| Preparedness for remote work                   | Workers have what they need to work safely and get help if required, such as charged communication devices and any necessary equipment, supplies or clothing suitable for the conditions.                              |
| Devices carried on the operator                | If radios or personal locator beacons are used, operators carry them on their body so they can raise the alarm if they are separated from the vehicle or injured.                                                      |
| Raising the alarm                              | Workers know how to raise the alarm and who to contact if something goes wrong.                                                                                                                                        |
| Check-in/check-out, supervision and escalation | Check-in and check-out, supervision and escalation arrangements are clear, understood and followed in practice.                                                                                                        |
| Timely assistance                              | Assistance can be provided in a timely way if help is needed.                                                                                                                                                          |

**TABLE 7:** Communication and escalation actions

## 13.5 Plan for delays in emergency assistance

- 13.5.1 If emergency services may be delayed or difficult to access, operators need to know:
- what to do while waiting for help
  - how to keep themselves and others safe until help arrives.

## 13.6 Review arrangements when conditions change

- 13.6.1 Review remote or isolated work arrangements and update control measures when:
- work locations change
  - communication coverage changes
  - conditions, tasks or equipment change.

**Example 6:****Planning for working alone**

Hemi is heading out to spray weeds along a back paddock boundary that is a long way from the yards and has patchy mobile coverage. This task is covered by the farm's remote and isolated work procedure.

Before Hemi leaves, he and Aroha plan the job together. They agree on what Hemi will be doing, where he will be working, how long the task should take, and what to do if conditions change. They check the weather and confirm the access track is safe for the ute and spray unit.

Aroha provides Hemi with a farm radio rather than relying on a mobile phone, and Hemi confirms what to do if there is no mobile or radio coverage, including using a personal locator beacon carried on his body, if needed. They agree on regular check-ins and set a clear escalation plan if Aroha does not hear from Hemi. Hemi also confirms where he will park and the direction he will be working so he can be located quickly if needed.

With these arrangements in place, the work can be carried out with effective communication and timely support if something goes wrong.

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## 14.0

# Workplace emergency plans (farm vehicle and attached machinery emergencies only)

### IN THIS SECTION:

- 14.1** In this section
- 14.2** Prioritise removing people from danger
- 14.3** What to include in your emergency plan (for farm vehicle and attached machinery emergencies)
- 14.4** Review and update after an incident

## 14.1 In this section

- 14.1.1 This section applies to PCBUs that use farm vehicles or attached machinery for work. It addresses emergency situations involving vehicles or machinery, including rollovers, collisions, fires, entanglements, or people being struck.
- 14.1.2 This section sets out actions PCBUs can take to prepare, maintain and implement emergency planning arrangements for those incidents to comply with [regulation 14 of the GRWM Regulations: Duty to prepare, maintain, and implement emergency plan](#)
- 14.1.3 Farm vehicle and machinery incidents (for example, rollovers, collisions, fires or entanglements) can result in serious injury or death. The following actions set out a way to manage these risks by preparing and using effective emergency plans.
- 14.1.4 These arrangements can be part of a whole-of-farm emergency plan if that plan covers the vehicle and machinery incidents that could reasonably occur. A separate emergency plan for vehicles is not required if the whole-of-farm plan covers these matters.

## 14.2 Prioritise removing people from danger

- 14.2.1 Put arrangements in place so people can be removed from danger quickly in any emergency involving vehicles or attached machinery.

## 14.3 What to include in your emergency plan (for farm vehicle and attached machinery emergencies)

- 14.3.1 For vehicle and machinery incidents, put emergency planning arrangements in place that cover the areas in Table 8.

| EMERGENCY PLANNING AREA                                  | WHAT NEEDS TO BE IN THE PLAN                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Raising the alarm and coordination                       | <ul style="list-style-type: none"> <li>- Put clear arrangements in place so workers:               <ul style="list-style-type: none"> <li>- can raise the alarm quickly</li> <li>- know who to contact</li> <li>- know what information to provide (for example location, access point and the type of incident).</li> </ul> </li> <li>- Assign responsibility for coordinating the response.</li> </ul> |
| Fire response                                            | <ul style="list-style-type: none"> <li>- Put arrangements in place for contacting emergency services, notifying others where needed, and moving people to a safe location.</li> </ul>                                                                                                                                                                                                                    |
| Vehicle incidents (rollovers, tip-overs, stuck vehicles) | <ul style="list-style-type: none"> <li>- Put procedures in place so workers:               <ul style="list-style-type: none"> <li>- call for help early using the agreed communication arrangements</li> <li>- avoid further movement if it may increase harm, and only attempt recovery of workers or vehicles, if workers are trained and it will not cause further harm.</li> </ul> </li> </ul>       |
| Injuries involving attachments or equipment              | <ul style="list-style-type: none"> <li>- Assign responsibility for shutting down or isolating equipment, keeping the area clear, and providing first aid until emergency services arrive.</li> </ul>                                                                                                                                                                                                     |
| Site information for emergency response                  | <ul style="list-style-type: none"> <li>- Provide accessible information, such as the farm address and best access point for emergency services, locked gates, location of emergency equipment and utilities.</li> <li>- Provide GPS coordinates for helicopter best landing site.</li> </ul>                                                                                                             |
| Safe location and accountability                         | <ul style="list-style-type: none"> <li>- Establish a designated safe location and systems to account for all people and prevent re-entry into unsafe areas.</li> </ul>                                                                                                                                                                                                                                   |

**TABLE 8:** Emergency plan content to be covered

## Arrangements need to work in practice

- 14.3.2 Provide information, training and instruction so workers understand the emergency plan and are able to carry out their roles in an emergency, including raising the alarm, coordinating the response, and moving people to safety.

## 14.4 Review and update after an incident

- 14.4.1 After any emergency involving a farm vehicle or attached machinery:
- review what happened, and identify improvements to the system of work and emergency arrangements
  - update the emergency plan, and communicate changes to workers and other affected people.
- 14.4.2 For more information, see the [Resources](#) page.

---

## 15.0

# First aid for farm vehicle and attached machinery work

### IN THIS SECTION:

- 15.1** In this section
- 15.2** Match first aid arrangements to the risks
- 15.3** What first aid arrangements need to cover
- 15.4** First aid following vehicle incidents
- 15.5** Review and update after an incident

## 15.1 In this section

- 15.1.1 This section applies to PCBUs who use farm vehicles or attached machinery for work. It addresses the risk that workers or other people may need first aid following vehicle or machinery incidents, including rollovers, collisions, entanglement, crush injuries, fractures, or serious bleeding.
- 15.1.2 The actions in this section set out one way to provide and maintain first aid arrangements to comply with [regulation 13 of the GRWM Regulations: Duty to provide first aid](#)
- 15.1.3 Farm vehicle and machinery incidents (for example, rollovers, collisions, entanglement or crush injuries) can result in serious injury or death. The following actions set out a way to manage these risks by ensuring first aid can be provided quickly and effectively.
- 15.1.4 These first aid arrangements can be part of the farm's overall first aid system if that system can provide timely and effective first aid for the injuries that could reasonably arise from vehicle and attached machinery work.

## 15.2 Match first aid arrangements to the risks

- 15.2.1 Match first aid arrangements to the risk of injury that could reasonably be expected from using farm vehicles and attached machinery, including serious bleeding, crush injuries, fractures and other trauma.

## 15.3 What first aid arrangements need to cover

- 15.3.1 For farm vehicles and machinery work, put first aid arrangements in place that cover the areas in Table 9.

| AREA                    | WHAT TO PROVIDE OR CONFIRM                                                                                                                                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access to first aid     | Put arrangements in place so operators can access first aid quickly, including when working away from farm buildings, working alone or in small teams, or operating in remote paddocks, forestry blocks or hill country. |
| First aid kits          | Provide first aid kits in vehicles if operators are not close to fixed facilities.                                                                                                                                       |
| Remote or isolated work | First aid arrangements need to enable operators to manage injuries until help arrives, including where emergency services may be delayed.                                                                                |
| Knowledge and response  | Provide training and instruction so operators know how to summon help, give accurate location information, and what to do if assistance is delayed.                                                                      |
| First aid supplies      | Provide supplies that can be used to manage the injuries that could reasonably arise from vehicle and attached machinery work, including serious bleeding or crush-related injuries.                                     |
| Equipment readiness     | Ensure first aid kits are easy to access during an emergency, checked regularly, and restocked as needed.                                                                                                                |

**TABLE 9:** First aid for farm vehicle and attached machinery work

## 15.4 First aid following vehicle incidents

- 15.4.1 Put procedures in place so that if a vehicle rolls, tips, becomes stuck, or a worker is injured by attached machinery:
- first aid is provided as soon as possible while keeping people safe
  - injured persons are not moved unless it is necessary to remove them from danger
  - emergency assistance is called early.

## 15.5 Review and update after an incident

- 15.5.1 After any incident involving a farm vehicle or attached machinery:
- review the effectiveness of first aid arrangements and identify improvements
  - replace any missing or expired items
  - update equipment, training or processes if gaps are identified.
- 15.5.2 For more information, see the [Resources](#) page.

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# 16.0

## Young workers

### IN THIS SECTION:

- 16.1** In this section
- 16.2** Work involving vehicles
- 16.3** Work involving machinery
- 16.4** Manage risk where young workers are permitted to work

## 16.1 In this section

- 16.1.1 This section applies to PCBUs where young workers are involved in farm vehicle or attached machinery work. It sets out actions to meet age-based restrictions under [regulations 46 and 47 of the GRWM Regulations](#) and actions to manage risks where young workers are permitted to do this work.

## 16.2 Work involving vehicles

- 16.2.1 To comply with [regulation 47 of the GRWM Regulations: Duty to ensure young persons do not drive or ride upon certain vehicles](#) take the following actions in Table 10.

| AGE                              | WHAT TO DO                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Under 15 years of age            | <ul style="list-style-type: none"> <li>- Do not allow workers to drive any vehicle.</li> <li>- Do not allow workers to ride on vehicles that are towing or using an implement.</li> <li>- Do not allow workers to ride on implements, except sleds or trailers designed mainly for carrying passengers or goods.</li> </ul> <p><b>Exception: The restrictions above do not apply if a tractor is used for agricultural work, subject to the limits below.</b></p> |
| Under 12 years of age (tractors) | <ul style="list-style-type: none"> <li>- Do not allow workers to drive or ride tractors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |
| 12-14 years of age (tractors)    | <ul style="list-style-type: none"> <li>- Only allow workers to drive or ride tractors in a fitted driver or passenger position if they are trained or being trained.</li> <li>- Only allow use if the task, terrain and conditions are appropriate to their age and capability.</li> <li>- Provide training that is practical, supervised, and proportionate to the risks involved.</li> </ul>                                                                    |

**TABLE 10:** Actions when young persons' work involves vehicles

- 16.2.2 In this ACOP, a vehicle includes a tractor and any self-propelled mobile mechanical plant except cars, trucks, motorcycles, or machinery 700 kg or less.
- 16.2.3 Self-propelled mobile plant includes equipment such as loaders, tractors, and other powered machines that move on their own.
- 16.2.4 For specific requirements for particular vehicles, including age limits set by manufacturers (such as for quad bikes), see the relevant vehicle sections in Part C.

## 16.3 Work involving machinery

- 16.3.1 To comply with [regulation 46 of the GRWM Regulations: Duty to ensure young persons do not work at or with machinery](#) take the following actions.
- Do not allow workers under 15 years old to:
- work at or with any machinery
  - help with work at or with any machinery.
- 16.3.2 See Appendix 1 for the definition of machinery.

## 16.4 Manage risk where young workers are permitted to work

- 16.4.1 This section applies where young workers are allowed to carry out work with farm vehicles or machinery that is not prohibited under regulations 46 or 47 of the GRWM Regulations 2016.
- 16.4.2 Where young workers are permitted to operate farm vehicles or attached machinery, this section addresses the risk of harm arising from their age, size, strength, experience, capability, and ability to recognise and respond to hazards.
- 16.4.3 The following actions set out one way to manage those risks to comply with [section 36 of HSWA: Primary duty of care](#) where the work is not prohibited by regulations 46 or 47 of the GRWM Regulations 2016.
- Match the task to the young worker's physical capability, experience, and familiarity with the vehicle, terrain and conditions.
  - Provide training for the specific vehicle, task and conditions before work starts.
  - Supervise the young worker while they are learning and until they can carry out the work safely on their own.
  - Set clear operating limits, including speed, terrain, load and permitted tasks, and make sure these are followed.
  - Only allow passengers if the vehicle is designed for passengers and it is safe to do so.
  - Do not allow loads or attachments that reduce stability or control.
  - Increase supervision where the work involves higher risk, unfamiliar tasks or changing conditions.

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# 17.0

## Drugs and alcohol

### IN THIS SECTION:

- 17.1** In this section
- 17.2** Prevent impaired operation of vehicles and machinery
- 17.3** How to manage the risks from drugs and alcohol
- 17.4** Using a drugs and alcohol policy
- 17.5** Workers need to understand and follow the arrangements

## 17.1 In this section

- 17.1.1 This section applies to PCBU's where workers use farm vehicles or attached machinery for work. It addresses the risk of death or serious injury from operating vehicles or machinery while impaired by alcohol, drugs, medication, fatigue, stress, health conditions, or another temporary condition affecting behaviour.
- 17.1.2 The actions in this section set out one way to manage impairment-related risks to comply with [section 36 of the HSWA: Primary duty of care](#) including by providing and maintaining a safe system of work for vehicle and machinery operation.

## 17.2 Prevent impaired operation of vehicles and machinery

- 17.2.1 Do not allow workers who are impaired (including where alcohol, drugs or medication side effects could make the work unsafe) to operate farm vehicles and attached machinery.
- 17.2.2 This includes workers affected by:
- alcohol or illegal drugs
  - prescription or over the counter medication that may cause side effects that increase risk, such as drowsiness, slower reaction times or reduced concentration.

## 17.3 How to manage the risks from drugs and alcohol

- 17.3.1 To manage impairment risks, take the following actions.
- Take active steps before and during work to prevent workers who may be impaired from carrying out safety-critical tasks.
  - Remove workers from operating vehicles or machinery where impairment is suspected.
  - Stop the work if it cannot be carried out safely.
  - Manage the situation safely if impairment is suspected, including risks to the worker, the person raising the concern, and others nearby.

## 17.4 Using a drugs and alcohol policy

- 17.4.1 A drugs and alcohol policy can form part of your system of work to manage impairment risks, if it is applied in practice.
- 17.4.2 If you use a policy, it needs to:
- set clear expectations that farm vehicles and attached machinery are not operated when a worker may be impaired
  - explain what actions will be taken if a worker is suspected of being affected by drugs or alcohol
  - if drug and alcohol testing is used, describe when testing may occur, how testing will be carried out, how results will be managed, and who is responsible for taking action when impairment is suspected
  - provide information on how workers can get help where drug or alcohol use affects safety at work.
- 17.4.3 A policy on its own does not manage risk unless it is actively applied and enforced.

## 17.5 Workers need to understand and follow the arrangements

- 17.5.1 Make sure workers understand and follow the arrangements by:
- clearly explaining expectations during induction and training
  - checking workers and supervisors know what action to take, and how to apply the policy if impairment concerns arise
  - reinforcing expectations through refresher training, toolbox talks or team meetings.
- 17.5.2 For more information, see the [Resources](#) page.

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# Appendix

## IN THIS SECTION:

**Appendix 1:** Glossary

## Appendix 1: Glossary

| TERM                                             | EXPLANATION                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACOP/approved code of practice</b>            | Sets out WorkSafe's expectations about how to comply with legal duties imposed by HSWA and regulations.                                                                                                                                                                                                                                                                                                                                                           |
| <b>ATV/all-terrain vehicle</b>                   | A smaller vehicle that has been designed for off-road use. In this ACOP, ATV includes quad bikes, side-by-sides and other purpose-built off-road utility vehicles.                                                                                                                                                                                                                                                                                                |
| <b>Ballast</b>                                   | Extra weight added to a farm vehicle or machine to help it stay steady, grip the ground better, and stay balanced when doing work or carrying attachments. Ballast can include: <ul style="list-style-type: none"> <li>- wheel weights bolted to rims</li> <li>- liquid-filled tyres, for example, water or calcium-based solutions</li> <li>- front or rear weight blocks or ballast boxes</li> <li>- mounted implements that act as a counterweight.</li> </ul> |
| <b>Business or undertaking</b>                   | The usual meanings are: <ul style="list-style-type: none"> <li>- business: an activity usually carried out with the intention of making a profit or gain</li> <li>- undertaking: an activity that is non-commercial in nature (for example, certain activities of a local authority or a not-for-profit group).</li> </ul>                                                                                                                                        |
| <b>Close supervision</b>                         | Direct and constant one-on-one supervision.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Control measure</b>                           | A way of eliminating or minimising risks to health and safety.                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Crush protection device (CPD)</b>             | A device fitted to manufacturer's instructions to quad bikes to reduce the risk of crush injuries in rollovers.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Duty</b>                                      | A legal obligation.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duty holder</b>                               | A person who has a duty under HSWA. There are four types of duty holders. <ul style="list-style-type: none"> <li>- PCBUs</li> <li>- Officers</li> <li>- Workers</li> <li>- Other persons at a workplace</li> </ul>                                                                                                                                                                                                                                                |
| <b>Eliminate</b>                                 | To remove the sources of harm (for example, equipment, substances, or work processes).                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Emergency</b>                                 | An uncontrolled event that has caused, or could cause: <ul style="list-style-type: none"> <li>- loss of life</li> <li>- injury</li> <li>- serious property damage.</li> </ul> <p>It can include declarations of civil defence emergencies, catastrophic weather events, bushfires, or other significant events.</p>                                                                                                                                               |
| <b>Emergency plan</b>                            | An emergency plan is a written procedure that tells people what to do in an emergency.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Fatigue</b>                                   | Fatigue is a state of physical and/or mental exhaustion that reduces a person's ability to perform work safely and effectively.                                                                                                                                                                                                                                                                                                                                   |
| <b>Hazard</b>                                    | Anything that can cause harm. Under HSWA, a hazard 'includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)'.                                                                                                              |
| <b>Health</b>                                    | A person's physical and psychological health.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Health and Safety at Work Act 2015 (HSWA)</b> | The key work health and safety legislation in New Zealand. HSWA applies to all work and workplaces unless specifically excluded.<br>You can find the full text of the Act on the New Zealand Legislation website.                                                                                                                                                                                                                                                 |
| <b>Impairment</b>                                | A reduction of a person's ability to think or act as the result of drug or alcohol use, mental fatigue, stress, health conditions, or traumatic shock.                                                                                                                                                                                                                                                                                                            |

| TERM                                        | EXPLANATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Machinery</b>                            | An engine, motor, or other appliance that provides mechanical energy derived from compressed air, the combustion of fuel, electricity, gas, gaseous products, steam, water, wind, or any other source, and includes: <ul style="list-style-type: none"> <li>- any plant by or to which the motion of any machinery is transmitted</li> <li>- a lifting machine, a lifting vehicle, a machine whose motive power is wholly or partly generated by the human body, and a tractor.</li> </ul>                              |
| <b>Minimise</b>                             | To take steps that protect the health and safety of people by reducing the likelihood of an event occurring, reducing the level of harm to people if it does occur, or both.                                                                                                                                                                                                                                                                                                                                            |
| <b>NZS (New Zealand Standard)</b>           | A reference to a New Zealand Standard, described by numerals and a title.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Operator</b>                             | A worker who operates some form of machinery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Personal protective equipment (PPE)</b>  | Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. This may include, but is not limited to: <ul style="list-style-type: none"> <li>- respiratory protective equipment</li> <li>- protective helmets</li> <li>- protective eyewear</li> <li>- protective boots</li> <li>- protective gloves</li> <li>- hearing protection</li> <li>- high-vis clothing</li> <li>- sunhats</li> <li>- sunscreen and lip protection</li> <li>- safety harness systems.</li> </ul> |
| <b>Plant</b>                                | Defined in HSWA as any machinery, vehicle, vessel, equipment, appliance, container, implement or tool, as well as any component of those things or anything connected to those things.                                                                                                                                                                                                                                                                                                                                  |
| <b>Power take-off (PTO)</b>                 | A shaft used to transfer mechanical power from a tractor to machinery.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Quad bike</b>                            | A small lightweight four-wheel drive vehicle designed for off-road single-rider operation. A quad bike is a type of all-terrain vehicle (ATV).                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Risk</b>                                 | Arise from people being exposed to a hazard (a source of harm).                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Rollover protective structure (ROPS)</b> | A safety structure meeting an international standard fitted to vehicles (for example, tractors or side-by-sides) to protect occupants in the event of a rollover.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Side-by-side</b>                         | A small four-wheel drive vehicle designed mainly for off-road use. A side-by-side is a type of all-terrain vehicle (ATV). Side-by-sides fitted with seatbelts and a certified ROPS and used within limits offer better protection than quad bikes or two-wheel motorbikes.                                                                                                                                                                                                                                              |
| <b>Tractor</b>                              | A vehicle principally for towing an agricultural trailer or powering agricultural machinery.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Vehicle</b>                              | A tractor or other self-propelled vehicle that is primarily used on a farm. In the context of this ACOP, a vehicle includes: <ul style="list-style-type: none"> <li>- tractors</li> <li>- quad bikes</li> <li>- side-by-sides</li> <li>- two-wheel motorbikes</li> <li>- utes and four-wheel drives (2WD and 4WD).</li> </ul>                                                                                                                                                                                           |

| TERM                       | EXPLANATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Worker</b>              | <p>An individual who carries out work in any capacity for a PCBU, including work as:</p> <ul style="list-style-type: none"> <li>- an employee</li> <li>- a contractor or subcontractor</li> <li>- an employee of a contractor or subcontractor</li> <li>- an employee of a labour hire company who has been assigned to work in the business or undertaking</li> <li>- an outworker (including a homeworker)</li> <li>- an apprentice or a trainee</li> <li>- a person gaining work experience or undertaking a work trial</li> <li>- a volunteer worker</li> <li>- a person defined as a worker in regulations under HSWA.</li> </ul> <p>Workers can be at any level (for example, managers are workers too).</p> <p>A PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.</p> |
| <b>Workplace</b>           | <p>A place where work is being carried out or is usually carried out for a business or undertaking. It includes any place where a worker goes or is likely to be while at work (<a href="#">section 20 of HSWA</a>).</p> <p>For a PCBU conducting a farming business or undertaking, a workplace also includes any land, building, vehicle, vessel, aircraft or mobile structure used for the farming operation (<a href="#">section 37(3) of HSWA</a>).</p> <p>HSWA gives different duties to different people and organisations at work.</p>                                                                                                                                                                                                                                                                                       |
| <b>Work-related health</b> | <p>The impact work can have on people's health. In the past, it was known as occupational health.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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