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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |

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| **Related Documents:** |  |
| **When to use this SWP:** | This safe work practice should be followed when using a side-by-side ATV on or around the farm. |
| **Hazards & Risks:** | * Runover * Rollover |
| **Personal Protective Equipment:** | Wear PPE appropriate to the task at hand.   * Hearing protection * Other personal protective equipment required will depend on the task for which the vehicle is being used (e.g. spraying, baling). Consult with the hazard assessment and SWP for the task at hand to ensure appropriate PPE is used. |
| **Training Requirements:** | * Operator’s must have a Class 8 or higher Driver’s License * On-site training by competent individual |
| **Communication Process:** | When using the side-by-side off the main farm area it is important to have a method of communication (e.g. cell phone). Be sure to follow the Working Alone Policy when operating the vehicle alone. For questions regarding work, repairs or maintenance contact your supervisor. |
| **Equipment & Supplies:** | * First aid kit * Fire extinguisher * Cell phone or two-way radio |
| **Practice:**   1. Read and follow the owner’s manual. 2. Only trained competent individuals can operate the equipment. 3. This vehicle cannot be used on highways or public roads. 4. Avoid operating a side-by-side on pavement. The vehicle is not designed to be used on paved surfaces and may be difficult to control. 5. Maximum of one person per seat. Operator and passengers must both wear seatbelts. 6. Passengers must be able to reach the handhold while sitting with their backs against the seat and their feet flat on the floorboards. 7. No riders in the box. 8. Before driving, ensure foot platform is free of debris. 9. Perform a pre-operational check to ensure all safety guarding is in place, according to manufacturer’s specifications. 10. Make sure vehicle is in neutral or park and parking brake is set, prior to starting the vehicle. 11. Never drive the vehicle over 40 km/hour. 12. Drive slowly when turning. 13. Apply brakes when going down slopes so that the vehicle does not freewheel down. 14. Only load the side-by-side to its maximum capacity. Secure load before moving. 15. Reduce speed on rough or sloped terrain. 16. Never get off vehicle when it is in motion. 17. Vehicle should not be left running unattended. 18. When parking vehicle, set parking brake and remove the key. 19. Only operate the electric box dump from the driver’s seat. 20. Do not operate dump while driving vehicle. 21. Vehicle should only be operated after dark if it is equipped with adequate lights. 22. Avoid sudden starts, stops or turns. 23. Avoid crossing water whenever possible. Only cross a body of water where you know the dept is below the maximum depth allowed in the owner’s manual. | |
| **Emergency Procedures:** | In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk. |