

Report 2014.40
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Committee Risk and Assurance Committee
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Quad Bike Review Report

1. Purpose

This paper informs the Committee of the outcome of the internal review of quad bike use in the organisation.

2. Background

The Health and Safety Advisory Group (HSAG), which is established as part of the organisation's Health and Safety Management System, raised concerns about the number of quad bike incidents occurring in the organisation. At the time there had been four incidents within a period of three weeks.

A review was initiated to examine the use of quad bikes within the organisation, to determine whether they were 'fit for purpose' and to look at how we can minimise the hazards associated with their use.

During the period of the review, a full ban was placed on two departments who regularly use quad bikes and a partial ban was placed on the third department due to existing work programmes requiring the use of quad bikes to access property. The partial ban prohibited the carrying of passengers and loads, restricted the use of quad bikes to trained and competent riders and prohibited towing with the bikes.

The review was completed in accordance with the specified timeframes and the review panel made a number of recommendations, which are outlined in a summary of the report attached as **Attachment 1**.

3. Comment

The reporting framework that we have put in place for the Committee includes the reporting of general health and safety initiatives which improve our health and safety systems.

Recommendations from the Quad Bike Review Report

The Executive Leadership Team approved the recommendations outlined in the report. As a result of this review, the following actions have been taken:

- a) Fit for purpose – a ‘field day’ was held for staff who regularly use quad bikes to test other types of Light Utility Vehicles (LUVs). These LUVs were tested in same environment/terrain as commonly used by staff. As a result, the Land Management Department has purchased a LUV called a ‘mule’.
- b) An organisational Standard Operating Procedure (SOP) has been approved by the Executive Leadership Team to specify limitations on the use of quad bikes, limitations on speed, load capacity, maintenance, training and PPE. This SOP has been given to all staff who ride quad bikes.
- c) An assessment has been made of rider training and competence. Further specialised training is being arranged as well as training of our expert riders who will then be able to assess the competence of other riders.
- d) We will continue to monitor research on the use of quad bikes. If the opportunity arises to further participate in research on the use of quad bikes, we will certainly take advantage of that opportunity.

4. Communication

There is no communication required as a result of this report.

5. The decision-making process and significance

No decision is being sought in this report.

6. Recommendations

That the Committee:

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

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