

SCOPE

This procedure applies to all woodland's employees operating and transporting ATV's. The greatest potential for injury is failure to identify hazards, changing ground conditions, uneven terrain, and loading ATV.

PROTECTIVE EQUIPMENT

- CSA, DOT or SNELL approved helmet used with safety glasses.
- Appropriate clothing – steel toed boots, pants and long sleeve shirt, gloves.

RESPONSIBILITIES

- All employees to receive appropriate ATV training prior to operating.
- Completion of an ATV Training Course.
- Supervisor completing an assessment of competency.
- Employees must report any safety concerns, incidents, near misses, to their direct supervisor.
- Ensure the ATV is in safe working order and running well. Report any issues to direct supervisor.
- Employees to complete the pre inspection checklist before use.

ATV INSPECTION CHECKLIST

- Throttle, front, and rear brakes in good working condition.
- Parking brake working properly – test on incline.
- Fuel and fluid levels (oil and coolant)
- Tires, body and undercarriage condition.
- Headlights and brake lights clean and working.
- ATV tool kit present (spark plug, spark plug wrench, tire inflation kit, screwdriver)
- Winch and cable in good condition.
- Cargo secured.
- Ensure debris is clear from engine and exhaust.

SAFE OPERATION

- All cargo must be secured preventing it from shifting or falling off. Balance the load with the majority being on the rear.
- Be aware on a trail for trees, stumps, and rock cuts that could pose a hazard to the individual and the ATV.
- Watch your speed as temporary roads may have cross ditches or washouts. Operate the ATV to your comfort level and skill level.
- If you must dismount an ATV when ascending, descending, or crossing hills, never stand on the downhill side of the machine as it could slide or flip.
- Always check that brakes are working after riding in extreme wet/muddy conditions.
- Any ATV that is defective, notify your supervisor, and tag with ribbon to prevent others from use.

RIDING ON HILLS

- Keep body weight up hill when operating ATV on hills.
- Use 4X4 transmission setting for steep hills, both up and down, to ensure enough traction and control.
- Be aware that when riding on hills even small obstacles may greatly increase the rollover hazard.
- If you fail to make the ascent due to stalling or loss of traction, use the front brake to hold the ATV, dismount on the uphill side and use the K-turn technique to turn the ATV around safely.

LOADING AND UNLOADING ATV USING A PORTABLE RAMP

- Ensure the truck is on a level surface.
- Ensure ramps are securely fastened to the truck/trailer such that they will not come loose during loading or unloading. At least two ratchet straps must be used to secure each ramp to the truck or trailer.
- Line up front tires with ramps.
- Load and unload ATVs in 4X4, straight in straight out. Be gentle with the throttle as to prevent any incidents of and be cautious of weather as any moisture will cause slipping.
- While in transport ensure the transmission is engaged in park or reverse.
- Tie down at minimum 2 points and avoid putting pressure on plastic body parts.
- Check load once entering or leaving gravel road to ensure they are secure.