

Quad Bike Safety

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance & WHS Duty of Care	<ul style="list-style-type: none"> Lack of clear organisational policy on quad bike use and safety expectations Failure to align quad bike operations with WHS Act 2011 and relevant Australian Standards, Codes of Practice and manufacturer guidance Inadequate assignment of WHS responsibilities for quad bike risk management (officers, managers, supervisors, PCBU) Poor consultation with workers and Health and Safety Representatives about quad bike risks and controls No process to review quad bike incidents, near misses and regulatory updates Inadequate due diligence by officers in verifying that quad bike risks are being effectively controlled 	4A	<ul style="list-style-type: none"> Develop and endorse a corporate Quad Bike Safety Policy that clearly defines scope, risk appetite, and minimum safety requirements for all quad bike activities Formally map quad bike operations against the WHS Act 2011, WHS Regulations and applicable Codes of Practice (e.g. Managing Risks of Plant in the Workplace, Managing Risks of Remote or Isolated Work) and manufacturer instructions Define and document WHS roles, responsibilities and accountabilities for quad bike risk management, including officers, line managers, supervisors, workers and contractors Establish structured consultation arrangements with workers and HSRs on quad bike hazards, including a specific quad bike safety agenda item in WHS committee meetings Implement documented legal and standards register for quad bike operations and assign responsibility for monitoring changes and updating procedures Require officers to periodically review quad bike risk assessments, training records, incident trends and audit outcomes as part of due diligence reporting to the Board or senior leadership Integrate quad bike risk management into the organisation's overall WHS management system and annual WHS planning cycle Ensure contracts with labour hire and contractors explicitly reference quad bike safety requirements and WHS representative duties 	3H
2. Quad Bike Procurement, Design & Engineering Configuration	<ul style="list-style-type: none"> Purchase of quad bikes that are not fit for terrain, load, task or environmental conditions Lack of rollover protection devices (ROPs) or operator protection devices (OPDs) where reasonably practicable Incompatible or uncertified accessories and attachments affecting stability and braking Insufficient consideration of ergonomic design leading to poor posture and loss of control Absence of manufacturer-specified safety features (e.g. front and rear racks rated load capacity, guards, warning decals) Procurement focused on lowest price rather than whole-of-life safety performance 	4A	<ul style="list-style-type: none"> Develop quad bike procurement standards that specify minimum safety design requirements, including stability, braking, lighting, guards and compliance with relevant Australian or international standards Mandate the selection and fitting of approved rollover protection devices or operator protection devices after risk assessment, where reasonably practicable for the work environment Require written verification from suppliers that all quad bikes and accessories are compatible and meet manufacturer specifications for load, tow and stability limits Include ergonomic criteria in procurement (seat design, controls layout, vibration levels, ease of mounting/dismounting) to reduce loss of control and musculoskeletal strain Establish a pre-acceptance inspection and commissioning process for new or hired quad bikes, including engineering sign-off for modifications and attachments Adopt a whole-of-life cost approach that prioritises safety performance, maintenance support, and availability of parts over purchase price alone Standardise quad bike models and configurations across the fleet where possible to simplify training, maintenance, and risk controls Prohibit procurement of second-hand quad bikes without documented inspection, service history and confirmation they meet organisational safety specifications 	2M

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5. Journey Management, Route Planning & Terrain Assessment	<ul style="list-style-type: none"> Riding on slopes that exceed safe operating parameters for the bike or rider skill Unassessed terrain including hidden obstacles, washouts, animal burrows, boggy ground or water crossings Unplanned travel in extreme weather, poor visibility or high fire danger Lack of systematic route planning for remote or isolated work areas Inadequate communication of local hazards to new or visiting workers and contractors 	4A	[REDACTED]	2M
6. Remote, Isolated Work & Communications Systems	<ul style="list-style-type: none"> Workers riding quad bikes in remote or isolated locations without effective communication Delayed emergency response due to lack of location information, failure to detect an incident Inadequate lone worker check-in practices Limited mobile coverage and no alternative communication systems Failure to consider seasonal isolation risks (flooding, fire, blocked access tracks) 	4A	[REDACTED]	2M

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7. Maintenance, Inspection & Pre-Start Systems	<ul style="list-style-type: none"> Inadequate preventative maintenance leading to mechanical failure (brakes, steering, throttle, tyres, suspension) No formal pre-start inspection process or records for quad bikes Use of quad bikes with known defects due to production pressure or lack of substitute vehicles Uncontrolled modifications or repairs by unqualified persons Poor tyre selection, pressure management and wear monitoring affecting stability and handling 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
8. Load Management, Towing & Accessories Control	<ul style="list-style-type: none"> Overloading front racks, compromising stability and steering Incorrect placement or securing loads on racks or trailers Towing loads beyond manufacturer limits, particularly on slopes or uneven terrain Use of unbraked or poorly maintained trailers and implements Uncontrolled use of spray units, spreaders or other mounted equipment altering centre of gravity 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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			[REDACTED]	
9. Rider Fitness for Work, Fatigue & Impairment Management	<ul style="list-style-type: none"> • Operators riding while fatigued, leading to reduced judgement and slower reactions • Use of quad bikes while under the influence of alcohol, drugs or certain medications • Physical limitations or injuries (e.g. back, wrist, shoulder) impacting ability to control the bike • Pressure to continue working in extreme heat, cold or after long shifts • Lack of systems to identify and manage psychosocial factors affecting rider attention and decision making 	4A	[REDACTED]	2M
10. Personal Protective Equipment (PPE) Management System	<ul style="list-style-type: none"> • Inconsistent provision and use of PPE such as helmets, eye protection, gloves and appropriate footwear • PPE not suitable for the specific quad bike tasks, climate or terrain (e.g. fogging visors, poor grip gloves) • Lack of systems to ensure PPE is inspected, maintained and replaced when damaged or expired • Cultural resistance or complacency about PPE use, particularly helmets • Inadequate training on correct fitting and limitations of PPE 	3H	[REDACTED]	1L

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			[REDACTED]	
11. Traffic Management, Public Interface & Other Plant Interaction	<ul style="list-style-type: none"> • Quad bikes operating in the same areas as trucks, utes, tractors, harvesters or other mobile plant without coordination • Interaction with public roads, shared farm tracks or areas accessible to visitors and community members • Limited visibility due to dust, vegetation, weather or topography leading to collisions • Lack of clear rules for speed, right-of-way and passing other vehicles or pedestrians • Uncontrolled entry of contractors or visitors using their own quad bikes with differing safety standards 	4A	[REDACTED]	2M
12. Emergency Preparedness, Incident Response & First Aid	<ul style="list-style-type: none"> • Delayed or ineffective response to quad bike rollovers or crashes due to poor planning • Inadequate first aid capability for likely injuries (head, spinal, crush, internal injuries) • Lack of clear procedure for search and rescue when a rider fails to return or check in • Insufficient information provided to emergency services about location and access 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Under-reporting of quad bike incidents and near misses, limiting learning and prevention 		[REDACTED]	
13. Contractor, Labour Hire & Visitor Management	<ul style="list-style-type: none"> Contractors operating quad bikes without meeting the organisation's safety standards Inconsistent verification of contractor training, competency and equipment condition Visitors or temporary workers riding quad bikes without adequate induction or supervision Confusion over overlapping WHS duties between PCBUs in shared workplaces Use of contractor-owned quad bikes that are poorly maintained or in unsafe configuration 	3H	[REDACTED]	1L
14. Information, Instruction, Supervision & Safety Culture	<ul style="list-style-type: none"> Workers unaware of quad bike policies, procedures and local rules Insufficient supervision leading to normalisation of unsafe practices over time Production pressures causing shortcuts and deliberate risk-taking on quad bikes Lack of reporting culture for hazards, near misses and unsafe conditions related to quad bikes 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Mixed messages from management about the priority of quad bike safety versus productivity 		[REDACTED]	
15. Documentation, Records, Review & Continuous Improvement	<ul style="list-style-type: none"> Out-of-date or inconsistent quad bike procedures and risk assessments Poor record keeping for maintenance, training, inspections and incidents Failure to learn from internal incidents or external quad bike safety alerts No structured review of quad bike controls effectiveness over time Inability to demonstrate compliance to regulators due to missing or incomplete records 	3H	[REDACTED]	1L

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.