



SMALL VEHICLE POLICY – KUBOTA RTV X100 C

The following are basic rules to ensure that the Kubota is operated safely and in compliance with relevant standards and Health & Safety regulations. The maximum speed depends upon the terrain over which it is being driven, the weather conditions, and the total weight of the vehicle and passengers and any materials being carried

These procedures are provided to facilitate safe operation of small utility vehicles/ Kubota used by CSCS staff across the university. Because these vehicles are typically of lighter construction, feature less safety equipment, and operate in different environments than typical motor vehicles, it is imperative that operators understand the particular capabilities and limitations of these vehicles, and that they are aware and take precautions against the particular hazards they may be exposed to.

Definitions: Small Utility Vehicle is designed for a specific type of work, such as a Kubota, a John Deere Gator or Kawasaki Mule, etc. These vehicles are mainly intended for off-street use, although they may be licensed for street usage. They are generally designed to carry equipment and/or passengers.

Falling while getting into or out of heavy equipment, a truck or tractor cab, hooking up air and electrical lines, or mounting or dismounting trailers is a sure way to get seriously hurt. Studies show that falls from vehicles produced injuries that were almost 25% worse than other types of injuries. These injuries can mean major shoulder; back and ankle pain and they can take a long time to heal.

WHAT IS THE 3-POINT RULE?

The biggest cause of falls from vehicles is failure to follow the 3-point rule, a time tested safety technique proven to reduce to slips and falls. Three of the four critical points of your body (two hands and two feet) should be used to support you. Three points should be in contact with the vehicle while entering or exiting. Not only does it prevent falls, it reduces strain on your knees.

Three-point contact, also called the “three-point rule,” means: having two feet and a hand or two hands and a foot in contact with the vehicle when entering it or exiting. The fact is that three-point contact gives you the best balance and least chance of slipping, tripping or falling, as well as the best chance to catch your-self if you do slip.

To get into your vehicle safely, you should have both hands free. Put anything you’re carrying into the cab first, and then climb in. Don’t try getting in with an armful; that’s asking for trouble and unsafe. Most importantly, keep three points of contact with the vehicle at all times.

WHAT CAN YOU DO TO AVOID FALLS?

No matter what type of access system your vehicle has available, use the 3-point rule to significantly reduce the chance of slips or falls. Always make sure that three of your four points are in contact with the vehicle at all times-two hands and one foot, or two feet and one hand.

The 3-point rule allows you to have maximum stability and support, thereby reducing the likelihood of slipping and falling. Use the 3-point rule each and every time you enter or exit your vehicle. You can greatly improve your safety by following the rules below:

DO

- Wear shoes with good support.
- Enter and exit facing the cab.
- Slow down and use extra caution in bad weather.
- Get a firm grip on rails or handles with your hands.
- Look for obstacles on the ground below before exiting.



DON'T

- Don't climb down with something in your free hand. Put it on the vehicle floor and reach up for it when you get down on the ground.
- Don't rush to climb out after a long run. Descend slowly, to avoid straining a muscle.
- Don't ever jump out. You may land off balance or on an uneven surface, and fall.
- Don't use tires or wheel hubs as a step surface.
- Don't use the door frame or door edge as a handhold.

To get out of your cab safely, never jump! Use the same procedures used to get in. Exit with your body facing the vehicle, using the three-point rule.

Of course, you need to avoid bad habits such as swinging down from the cab or trailer, skipping or missing steps, and stepping up or down on fuel tanks and tires.

Remember; slow down, especially in bad weather. Being in a hurry is a major factor in falling accidents. When you hurry, you forget to take pre-cautions, you overlook hazards, and you take chances that make you vulnerable to an injury. Always' use three-point contact. Every employee is required to use three points of contact as stated in this policy.

Falls can produce serious and painful injuries. The professional driver knows the do's and don'ts of getting in and out of vehicles and practices the 3-point rule every day.

Report All Accidents Promptly

Know Your Responsibilities and Avoid Further Injury

At Charles Sturt Campus Services we are committed to doing everything possible to provide our employees with a safe work environment. As a Kubota driver, you are expected to perform your job in the safest manner possible. If an accident occurs it's important to know your responsibilities for reporting on the job accidents and injuries.

Accident and Incident Reporting

On the job accidents and injuries are to be reported immediately, even if the incident appears to be minor. Immediate reporting affords us the earliest opportunity to provide any necessary treatment required and to commence an investigation of the incident. Providing immediate care to you is our highest priority.

Driver responsibilities

To ensure your safety you must:

- Avoid unsafe acts
- Wear your seatbelt
- Display a high degree of safety awareness by using safe work methods
- Take time to evaluate equipment before attempting to lift or maneuver
- Ask for help when lifting heavy or bulky articles / equipment
- Comply with all safety policies / regulations
- Immediately report all accidents incidents and hazards.

Be safe and practice safety every day.



Make a Mental Checklist for Handling Materials Safely

While it's important to focus on safe driving, it is easy to relax and let your guard down once you arrive at your destination. Many accidents and injuries occur as the materials or goods are being removed from the vehicle. Whether you are moving materials manually or mechanically-you need to be mentally prepared. Use a mental checklist before lifting and moving equipment & materials; and keep these thoughts in your mind to ensure your safety.

- Be sure that your load is balanced. Whether handling materials manually or using equipment, a balanced load will reduce the risk of injury.
- Secure the load. If load is strapped, are the straps secure, is there evidence of fraying? Never attempt to lift a load that is not secure.
- Plan your route. When moving a load, always look 5 meters ahead in the direction you are travelling
- Prepare for placement. Before you pick anything up, you must be prepared to set it down
- Use all available safety equipment to load and unload- ask for help if required.

When moving materials and goods from one place to another, planning and preparation are the keys to avoiding accidents

General:

- This vehicle is only to be operated by authorized and qualified drivers only
- The drivers log sheet MUST be completed each time the vehicle is used.
- Only start the machine from seated position.
- A maximum of one person to a seat, no riders to be carried in the box.
- Seat belts to be worn at all times when driving.
- Reduce speed before braking or turning.
- Keep front wheels straight when going over bumps.
- Never drive with the cargo box raised.
- Loads must be evenly distributed and anchored when being transported in the cargo box.
- Do not exceed the maximum capacity of the cargo box.
- The tailgate latch rods should always be used with the tailgate.
- Reduce cargo box capacity when operating on rough or hilly terrain.
- Maximum cargo bay capacity is 500 kg

HAZARDS

The Kubota has a unique set of hazards. The vehicle should only be operated by trained and qualified operators. Operators should exercise extreme caution when operating any vehicle. Operators should familiarize themselves with the operator procedures and safety precautions including operating control of the vehicle before proceeding with its use.

- Rolling the vehicle over on a steep slope.
- Injury to pedestrians from vehicle or loads falling off of the vehicle.
- Trapping hands or arms whilst using power lift to raise cargo box.
- Injury to driver and passengers from shifting loads in cargo box.
- Noise.

PPE TO BE WORN

- Protective gloves for loading and unloading
- Steel toe capped safety boots



- High visibility vest
- Loose fitting clothing should not be worn

ITEMS TO BE CARRIED AT ALL TIMES

- Dry powder fire extinguisher (must be secured to brackets)
- First Aid Kit
- Drivers Log Sheet
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PRE-USE CHECKS

- Pre use inspection checklists are to be completed at the beginning of each shift by the first operator.
 - The pre-inspection checklist is to be submitted to the supervisor prior to completion of shift.
 - Each subsequent operator is to initial the checklist to acknowledge any vehicle deficiencies.

All mechanical deficiencies are to be reported immediately.

- Check tyre pressures and tyre condition.
- Check foot brake and handbrake
- Clutch and throttle for smooth operation.
- Steering for smooth and positive operation
- Ensure the foot platform is clean and remove any debris from around foot controls.

When parking the vehicle:

- Ensure the vehicle is on a level surface
- Apply the parking brake
- Ensure gearbox is in neutral.
- Switch off the engine and remove the key

Driving on slopes:

- Do not stop or start suddenly when going uphill or downhill. Keep front wheels straight at crest of hills.
- When descending a slope, remove foot from accelerator and apply brakes slowly to reduce speed and maintain control.
- Avoid driving across slopes. Drive straight up and down slopes.
- Should the vehicle stop or lose power going up a slope, apply the parking brake to hold the vehicle on the slope. Maintain direction of travel and release the parking brake slowly. Back straight down the slope slowly while maintaining control.

When towing loads:

- To provide adequate braking ability and traction, do not tow a load unless vehicle cargo bed is loaded or attachment is installed.
- Trailers should only be towed from the hitch.
- Never exceed 10 mph when towing a load

Operation of the cargo box power lift:

- The vehicle must be stationary and the parking brake applied.
 - Operate on level ground only.
 - Operate from the driver's seat only.
 - Do not place hands behind the seat when lowering box.
 - Never drive the vehicle with the cargo box in the raised position.
- Never touch any hydraulic hoses (use a piece of paper or cardboard to check for leaks if needed).

Tyre pressures:

Tyres should be inflated to the following pressures:



- Kubota tyre pressures - 140 kPa (20 psi)

Battery Recharge

When recharging golf cart batteries, the following safety rules shall be observed:

- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.).
- Do not smoke near the recharge station.
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if skin is exposed to battery acid.
- Disconnect all battery charger cords before using the vehicle

Use topping up device for topping up batteries with water:

- Wear gloves
- Wear goggles
- Keep cigarettes, open sparks and flames away from the battery at all times.
- Do not fill battery cells to bottom of filler neck.

Refuelling Equipment

- Shut off engine and let it cool first.
- Remove the fuel cap slowly and hold it at the semi-locked position until pressure is released.
- Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off the fuel flow.
- Replace the fuel cap after checking to see that the venting is not clogged.
- Maintain fire extinguishers and other fire- fighting equipment nearby.
- If fuel spills on equipment, wipe up and allow any residue to dry before starting the engine.
- Do not run if your clothing catches fire. Stop, drop and roll. Apply a blanket or use a fire extinguisher on a co-worker who catches fire.