

PURPOSE/APPLICATION

To provide guidelines for the safe operation of All-Terrain/Utility Terrain Vehicles (ATV/UTV) when a quad, snowmobile, or side-by-side is used on a jobsite.

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| <u>PPE</u> | <ul style="list-style-type: none"> ▪ CPES Minimum Requirements ▪ Helmet/Hard Hat ▪ Seatbelts |
| <u>TRAINING</u> | <ul style="list-style-type: none"> ▪ ATV/UTV Specific Operator Course |
| <u>HAZARDS & CONCERNS</u> | <ul style="list-style-type: none"> ▪ Roll over ▪ Collision ▪ Fall ▪ Improper use ▪ Fire restriction ▪ Other Traffic |



GENERAL PRECAUTIONS

THE DO'S

- DO** Have a copy of the Operator's Manual and review the safe operating practices.
- DO** Become familiar with the Operator's Manual prior to operating the ATV/UTV.
- DO** Verify ATV/UTV's have valid registration and insurance.
- DO** Maintain ATV/UTV's according to the Operator's Manual.
- DO** Verify workers hold valid training certificate(s) ATV/UTV. CPES's preference is in-person training however, where in-person training is not practicable online is acceptable. ATV/UTV training certificates are not normally interchangeable.
- DO** Verify workers are competent to operate the ATV/UTV if the worker completed training through an online provider. Use CPES's ATV/UTV Competency Checklist (CF-S-300) to assess their competency.
- DO** Inspect the ATV/UTV prior to use. Give special attention to the tires, brakes, lights, and throttle.
- DO** Confirm the UTV's cab doors are operating/latching properly, if equipped with a cab.
- DO** Adjust and properly latch seat (if adjustable) accordingly to prevent movement.
- DO** Check all fluids on the ATV/UTV prior to use.
- DO** Verify tires are uniformly inflated.
- DO** Verify brakes are adjusted to ensure a safe, straight stop.
- DO** Make sure the throttle operates smoothly in all steering positions.
- DO** Regularly inspect all bolts and nuts, particularly the axle and wheel lug nuts.
- DO** Operate ATV's/UTV's as outlined in the Operator's manual.
- DO** Wear seat belts when available on UTV's.
- DO** Wear CSA approved hard hats or head protection (e.g., eye, face protection and all site required PPE) as per hazard assessment and owner/Prime Contractor requirements when operating a UTV.
- DO** Wear a CSA approved helmet, eye, face protection, and all site required PPE as per hazard assessment and owner/Prime contractor requirements when operating a ATV.
- DO** Wear CSA approved helmet approved protective headgear/safety glasses and all other required PPE on a UTV when the machine does not have an enclosed cab.
- DO** Operate ATV/UTV's in a manner which minimizes disturbance to wildlife and the environment.
- DO** Follow CPES's SWP 21 Working Alone (communication radio/phone methods, check in locations,

- time, travel routes, etc.).
- DO** Verify vehicle is equipped with a spark arrestor.
 - DO** Verify where practicable, the unit is equipped with a certified fire extinguisher.
 - DO** Follow manufacturers guidelines when loading and off-loading ATV/UTV's from backs of trucks or trailers.
 - DO** Confirm ramps are the proper length and secured to the truck/trailer to achieve a safe angle and prevent movement prior to loading and unloading the ATV/UTV.
 - DO** Approach obstacles (e.g., downed trees, hills, side slope, etc.) straight-on.
 - DO** Immediately apply your brakes if you fail to climb the hill. If possible, put the ATV/UTV in reverse, letting the engine compression and front brakes slow you while you back straight down the hill.
 - DO** Access the driving conditions to determine when to engage AWD from 2-wheel drive.

THE DON'Ts

- DON'T** Engage in horseplay while operating ATV/UTV's.
- DON'T** Overload ATV/UTV's (with personnel or equipment), comply with manufacturer's load restrictions.
- DON'T** Traverse a hill sideways. The ATV's weight and/or spinning wheels can cause you to slide sideways. Sliding sideways may cause the ATV to roll over.
- DON'T** Attempt to turn around on a steep, narrow trail. If the terrain is unstable and the ATV/UTV turns sideways, the machine could roll over.
- DON'T** Use rear brakes when backing down a hill.
- DON'T** Operate ATV/UTV's on highways.
- DON'T** Use a cell phone while operating an ATV/UTV.
- DON'T** Engage the AWD (All-Wheel Drive or 4X4) when the wheels are spinning. Sever damage may occur to the all-wheel drive or 4X4 system.
- DON'T** Cross through any water ways or water bodies without written permission by the owner/Prime contractor and a full assessment of the water body has been completed (e.g., depth of water, creek/riverbank condition, angle/height of drop off).
- DON'T** Use a winch on the ATV/UTV unless the winch operation manual has been reviewed and proper winching techniques can be used. The use of winches will require rated equipment including but not limited to slings and tow ropes with no chains etc.

REFERENCES / ADDITIONAL INFORMATION

SWP 21 - Working/Traveling Alone

REGULATIONS

Alberta OHS Code

Part 18 Personal Protective Equipment

Part 19 Powered Mobile Equipment

Saskatchewan OHS Regulation

Part 8 Safety Headgear

British Columbia OHS Regulation

Part 16 Mobile Equipment

