



Golf Buggy Safe Operating Procedure

This safe operating procedure is a generic guide and does not cover all possible hazards and risks. It should be used in conjunction with a risk assessment, training, manufacturers requirements and other relevant references.

Potential hazards and risks summary:

- Mechanical failure
- Unsafe acts and operations
- Speed
- Noise
- Impacting objects
- Battery / electrical power

Personal protective equipment:

	
Foot protection must be worn	Sun protection must be worn

SAMPLE - INTENTIONALLY FADED

Pre-operational checks:

- Check operators have a valid driver's licence.
- Check that the maintenance / service information, tags or stickers are in date.
- Confirm you are familiar with equipment operation (read manual) and complete induction.
- Check tyre condition and tyres are inflated.
- Check head lights and brake lights are in working order.
- Check brakes are operating correctly.
- Check rear vision mirror is in place and horn is working.
- Check that seat belt, if fitted, is in sound condition.
- Check oil warning light is not on when the buggy is turned on.

Safe operating procedures:

- Place drive select lever into forward or reverse (buzzer will activate if in reverse).
- Place foot on the brake and turn the ignition switch on.
- Release the park brake by depressing the lower section of the brake pedal down until it clicks.
- Check the general areas / movement path for pedestrians.
- Remove your foot from the brake pedal and place foot on the accelerator to move the golf buggy.
- Only operate the golf buggy at walking pace and in accordance with the park speed limits.
- Ensure that hands, arms, legs and feet remain within the confines of the golf buggy at all times.
- Remain vigilant when operating the golf buggy and give way to pedestrians.
- Always drive slowly straight up or straight down slopes and never at an angle.
- Avoid turning the steering wheel too sharply at speed.
- Always check forward or rear movement path before accelerating.
- If the golf buggy is fitted with a tray, do not overload the tray and ensure that all items are secured.
- Only park in designated parking areas and on a level surface.

Post-operational actions:

- Park on even ground.
- Place foot on the brake and select lever into neutral position.
- Activate the park brake by depressing the lower section of the brake pedal down until it clicks.
- Remove the key from the ignition.

Charging actions:

- Charging units will be away from combustible materials such as timber and cardboard
- Charging units will be away from flammable liquids and gasses
- Charging units will be fitted with a timer system which will cut power after the set period
- Damaged charging units and batteries will be removed from service
- Fire equipment will be installed in proximity to designated charging areas
- Charging areas are a cool, dry location out of direct sunlight
- Charging units will be captured in electrical test and tag arrangements

SAMPLE - INTENTIONALLY FADED

Warning:

- Do not exceed the site speed limit and remain on approved travel paths.
- Do not allow more than two people to ride in the golf buggy.
- Do not allow children to ride in the golf buggy or allow unauthorised persons to use the golf buggy.
- Do not operate the golf buggy under the influence of drugs or alcohol.
- Do not operate the golf buggy if you do not hold a current drivers licence.
- Do not operate the golf car on public streets, roads or highways.
- Do not use mobile phones or other electronic device while operating the golf buggy.
- Do not shift gears while the golf buggy is in motion, come to a complete stop first.
- Do not use faulty or damaged equipment.
- Report suspect equipment immediately.

Refer to the manufacturers manual for safety, operational and maintenance instructions.