






Light Utility Vehicle (LUV) One-Page SOP

Date reviewed: 23 August 2023		Document owner: Brent Swanson	Document coordinator: Arnika Tupangaia
This SOP applies to	This SOP contains the tasks and standards that must be met and are based on good practice for the safe use of light utility vehicles (LUV). The LUV technical document (doc-425085) that contains supporting information and recommendations must be used in conjunction with this SOP. This SOP applies to any worker (as defined by the HSW Act 2015) who operates a LUV for departmental work.		
Competency requirements	<p>All operators must have:</p> <ul style="list-style-type: none"> Current first aid certificate Full driver's licence <p><u>Probation level operator:</u> until assessed as competent</p> <p><u>Competent operator:</u></p> <ul style="list-style-type: none"> NZQA unit standards; 24556, 24553, 24558, 24560 and 24562 Operator assessment (docCM-2687347) 		
Personal protective equipment needed	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Helmet (NZS 8600:2002)</p> </div> <div style="text-align: center;">  <p>Eye Protection (if no windshield)</p> </div> <div style="text-align: center;">  <p>Over the ankle boots</p> </div> <div style="text-align: center;">  <p>Seatbelt*</p> </div> <div style="text-align: center;">  <p>Hearing Protection (in noisy LUVs only)</p> </div> </div> <p>* Seatbelt must be unbuckled when crossing bodies of water</p>		
Other team requirements	<ul style="list-style-type: none"> Ensure the vehicle is registered (WOF exempted see NZTA LUV WOF Exemption doc-7308803). Perform daily checks and regular maintenance as per manufacturer's instructions. Follow manufacturers guidelines regarding passengers. Do not exceed load carrying capacity including weight of operator, cargo, and accessories (including trailer). Do not exceed a maximum load on the rack/tray. Do not exceed the towing capacity and length. Maintain a speed appropriate for terrain, visibility and weather conditions; max speed of 30kph. Adequate communication and first aid kit. Night work requires lights. If LUV tipped or rolled, take to an authorised dealer. 		
Accountabilities and Responsibilities	<div style="display: flex;"> <div style="flex: 1;"> <p>Accountabilities of Operations Manager</p> <ul style="list-style-type: none"> Ensure equipment is maintained according to manufacturer's instructions. Ensure compliance with the SOP. Ensure competency of operator. Confirm manual and SOP are understood. Confirm go and no-go areas and route risk assessment. Ensure team leadership in place. </div> <div style="flex: 1;"> <p>Responsibilities of LUV Operator</p> <ul style="list-style-type: none"> Undertake pre-start check. Wear all required PPE. Know and comply with requirements of SOP. Report/tag out/do not use faulty equipment. Undertake Job Safety Analysis. Familiarity with the operator manual and accompanying video. </div> </div>		
Approved for use by: Mike Tully, DD-G Organisation Support	Approval record: doc-7428822		

