


# GOLF CART MANAGEMENT & OPERATION

## OPERATING PROCEDURE

**SCOPE:** This procedure is to ensure staff are safe when performing golf cart management and operation at the Murrumbidgee Country Club.

1. Only staff that have been trained, deemed competent and signed off may operate a golf cart at Murrumbidgee Country Club
2. Always keep golf carts in a clean and good working condition and check them regularly for damage
3. Isolate any damaged carts and tag them with a 'Do Not Use' or 'Lock Out' sign
4. Regularly service carts to the manufacturer's specifications
5. Provide a suitable wash bay area for washing golf carts. Ensure staff wear suitable footwear when washing carts to avoid slips and trips
6. Do not wet any pedestrian areas when washing carts as this could lead to slips, trips and falls.
7. Always store fuel in containers designed and approved for fuel storage. Never store petrol for refueling carts in the main clubhouse or Golf Shop, store in a lockable shed away from the main structure
8. Maintain and recharge electrical golf carts as per the manufacturer's specifications.
9. Always wear the appropriate Personal Protection Equipment (PPE) when servicing golf carts
10. Do not wear Jewellery or watches or allow metal objects to touch the battery terminals as this can arc and cause the battery to explode
11. Regularly water electric golf cart batteries (refer to the manufacturers recommendations)
12. Always charge electric golf carts in a well-ventilated area as they may produce dangerous explosive gases
13. Do not leave electric golf carts on charge for extended periods of unused as although most battery chargers turn off when the batteries are fully charged, a safety mechanism malfunction could start a fire or explosion



<b>APPROVED BY:</b>	Scott Elias, General Manager	<b>SIGN</b>	
<b>SITE:</b>	Murrumbidgee Country Club	<b>DATE</b>	12/2/23.

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## RISK ASSESSMENT

ASPECT/ACTIVITY	ASSOCIATED RISK	TYPE	L	C	RISK RATING	SUGGESTED CONTROLS	L	C	RESIDUAL RISK
Golf Cart Maintenance	<ul style="list-style-type: none"> <li>Accidents, Fire, Explosions</li> </ul>	S	P	CAT	22	<ul style="list-style-type: none"> <li>Ensure your golf carts are serviced regularly</li> </ul>	R	CAT	15
Washing Facilities	<ul style="list-style-type: none"> <li>Slips, Trips &amp; Falls</li> </ul>	S	P	MED	13	<ul style="list-style-type: none"> <li>Provide a suitable area for the washing down of carts</li> <li>Do not wet pedestrian areas when washing carts</li> </ul>	U	MED	9
Petrol Refuelling	<ul style="list-style-type: none"> <li>Fire</li> </ul>	S	P	CAT	22	<ul style="list-style-type: none"> <li>Store petrol in containers designed and approved for fuel</li> <li>Do not store petrol in the main clubhouse or Golf Shop</li> <li>Do not refuel a hot golf cart</li> <li>Always use a funnel</li> </ul>	R	CAT	15
Electric Recharging	<ul style="list-style-type: none"> <li>Poorly Maintained Batteries</li> </ul>	S	P	MAJ	18	<ul style="list-style-type: none"> <li>Wear the appropriate PPE when maintaining batteries</li> </ul>	U	MAJ	14
	<ul style="list-style-type: none"> <li>Acid Burns</li> </ul>	S	P	MAJ	18	<ul style="list-style-type: none"> <li>Service and water batteries as per the manufacturer's specifications</li> </ul>	U	MAJ	14
Wet Weather Operation	<ul style="list-style-type: none"> <li>Dangerous Gases</li> </ul>	S	P	CAT	22	<ul style="list-style-type: none"> <li>Always recharge in a well ventilated area</li> </ul>	R	CAT	15
	<ul style="list-style-type: none"> <li>Vehicle slip, roll or incident from slippery or dangerous conditions</li> </ul>	S	P	CAT	22	<ul style="list-style-type: none"> <li>During times of wet weather, regularly assess course conditions (in conjunction with the Golf Course Superintendent) ready to close the golf course to cart access if required. Develop and implement course closure protocol.</li> </ul>	R	NEG	1





# RISK ASSESSMENT MATRIX

<b>CERTAIN</b>	<b>MODERATE 11</b>	<b>HIGH 16</b>	<b>HIGH 20</b>	<b>EXTREME 23</b>	<b>EXTREME 25</b>
<b>LIKELY</b>	<b>MODERATE 7</b>	<b>MODERATE 12</b>	<b>HIGH 17</b>	<b>HIGH 21</b>	<b>EXTREME 24</b>
<b>POSSIBLE</b>	<b>LOW 4</b>	<b>MODERATE 8</b>	<b>MODERATE 13</b>	<b>HIGH 18</b>	<b>HIGH 22</b>
<b>UNLIKELY</b>	<b>LOW 2</b>	<b>LOW 5</b>	<b>MODERATE 9</b>	<b>MODERATE 14</b>	<b>HIGH 19</b>
<b>RARE</b>	<b>LOW 1</b>	<b>LOW 3</b>	<b>LOW 6</b>	<b>MODERATE 10</b>	<b>HIGH 15</b>
	<b>NEGLECTIBLE</b>	<b>MINOR</b>	<b>MEDIUM</b>	<b>MAJOR</b>	<b>CATASTROPHIC</b>

<b>RISK RATING</b>	<b>LOW</b>	<b>MODERATE</b>	<b>HIGH</b>	<b>EXTREME</b>
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# RISK ASSESSMENT CONSEQUENCES

## SAFETY

**NEGLIGIBLE** - Less than minor injury

**MINOR** - Minor injury and first aid (no time off work)

**MEDIUM** - Medium injury (some time off work)

**MAJOR** - Major injury or hospitalisation (extended time off work)

**CATASTROPHIC** - Fatality

## ENVIRONMENT

**NEGLIGIBLE** - Less than minor environmental impact

**MINOR** - Minor environmental impact (able to contain onsite)

**MEDIUM** - Medium environmental impact (able to contain on and off site)

**MAJOR** - Major environmental impact (unable to contain on or off site)

**CATASTROPHIC** - Widespread, irreversible damage to the environment

## QUALITY

**NEGLIGIBLE** - Minor issue of little concern to business or community

**MINOR** - Isolated case, some small disruptions to business or community

**MEDIUM** - Requires attention, ongoing inconvenience and disruption to systems

**MAJOR** - Requires urgent attention, impact of multiple days, weeks or months to business or community

**CATASTROPHIC** – Widespread, long term damage, with high impact and possibly irreparable for business and community