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| **Company Information** | | | | | | |
| **Company Name:** |  | | | | | |
| **Workplace Location:** |  | | | | | |
| **Name of Safe Work Practice:** | | | | Tractor Operation | **Release Date:** |  |
| **Safe Work Practice #:** | |  | | | **Revision Date:** |  |
| **Management Signature:** | | |  | | **Date of Approval:** |  |
| **Instructions** | | | | | | |
| This safe work practice must be reviewed annually or any time the task, equipment, or materials change. | | | | | | |
| Do **NOT** perform the duties listed in this *Safe Work Practice* until you have been appropriately trained and authorized to do so by your supervisor | | | | | | |
| **Related Documents:** | | | | | | |
| Refer to SWP for any other equipment and/or implement used with the tractor. | | | | | | |
| **Description:** | | | | | | |
| This SWP is to be used when operating any tractors. It is important for all employees to follow the safe work practices and to refer to the operator’s manual prior to operating the equipment. Operators must have a valid driver’s license to operate a tractor. | | | | | | |
| **Hazards & Risks:** | | | | | | |
| * Injuries from improper start up procedures * Overturning and crushing * Injury from attached implements * Collisions with other motor vehicles or objects * Entanglement in PTO shafts * Falling from the tractor | | | | | | |
| **Personal Protective Equipment:** | | | | | | |
| The personal protective equipment required will depend on the task for which the tractor is being used (e.g. spraying, baling). Consult with the SWP for the particular task at hand to ensure appropriate PPE is used.   * Steel-toe footwear if working with loads in and around tractor * Ear protection | | | | | | |
| **Training Requirements:** | | | | | | |
| * Must be considered competent by supervisor/owner | | | | | | |
| **Communication Process:** | | | | | | |
| When working out in the field alone, be sure to consult the “Working Alone Procedure”. For any communication regarding break-downs, further instructions, etc. contact the **supervisor**. | | | | | | |
| **Equipment & Supplies:** | | | | | | |
| * First aid kit * Fire extinguisher * Cell phone or 2-way radio (not to be used during operation) | | | | | | |
| **Practice:** | | | | | | |
| 1. Be aware of owner’s manual location and use it. Obey all safety decals on the equipment. 2. One seat – one rider. 3. Always sit in the driver’s seat while starting the tractor. 4. When driving on public roads, have consideration for other road users. Pull over to the side of the road occasionally, when safe, to allow any following traffic to pass. 5. Use a slow moving vehicle sign and do not exceed 40km/hr on public roads. 6. Dim tractor lights when meeting a vehicle. Ensure the lights are adjusted to prevent blinding the drivers of oncoming vehicles. 7. Reduce speed before turning or applying the brakes. Brake both wheels simultaneously when making an emergency stop. Ensure brake pedals are locked together when traveling at road speeds. 8. Use extreme caution and avoid hard application of the tractor bakes when towing heavy loads. 9. Keep the tractor in the same gear when going downhill as would be used when going uphill. Do not coast or freewheel down hills. 10. Never apply the differential lock when turning. 11. Always check overhead clearance, especially when transporting the tractor. Watch where you are going, especially at row ends, on roads and around trees and low overhanging obstacles. 12. To avoid overturns, drive the tractor with care and at speeds compatible with safety, especially when operating over rough ground, when crossing ditches or slopes and when turning corners. 13. Use extreme caution when operating on steep slopes. 14. If the tractor becomes stuck or the tires are frozen to the ground, reverse the tractor out to prevent overturning. 15. Do not carry any hazardous substance in the cab of the tractor. | | | | | | |
| **Before starting the tractor: Perform pre-shift inspection and record check** | | | | | | |
| 1. Walk around the tractor checking that all safety equipment is in place and functioning. 2. Perform a visual check of the machine for loose fittings, proper tire pressure, shields and guards are in place and signs of fluid leaks. 3. Pay attention to the items identified in the pre-shift inspection booklet. These include:    1. Fan belt for cracks    2. Engine area for accumulation of debris    3. Hoses, lines and fittings for leaks or damage    4. Tires for damage    5. Hardware for looseness    6. Driveline and hydraulic pump areas for leaks or accumulation 4. Any repairs must be made by a competent person before using the tractor. 5. Make sure hand holds, steps and windows are clean before getting on tractor. 6. Maintain three-point contact when entering or exiting tractor. | | | | | | |
| **Operating the Tractor:** | | | | | | |
| 1. Apply the parking brake, place the PTO control in the “off” position, the lift control leaver in the down position, the remote control valve levers in the neutral position and the transmission levers in neutral before starting the tractor. 2. Fasten seatbelt. 3. Do not start the engine or operate controls (other than externally located hydraulic lift or PTO switches, if fitted) while standing beside the tractor. Always sit in the tractor seat when starting the engine or operating the controls. 4. Do not get off the tractor while it is in motion. 5. If the power steering or engine ceases operating, stop the tractor immediately. 6. Before leaving the tractor, park the tractor on level ground, apply the parking brake, lower attached implements to the ground, disengage the PTO and stop the engine. 7. Do not park the tractor on a steep incline. | | | | | | |
| **Operating the PTO:** | | | | | | |
| 1. When operating PTO-driven equipment, shut off the engine, switch off the PTO and wait until the PTO stops before getting off the tractor and disconnecting the equipment. 2. Do not wear loose clothing when operating the PTO or when near rotating equipment. 3. When operating stationary PTO-driven equipment, always apply the tractor parking brake and block the rear wheels front and back. 4. Do not clean, adjust, unclog or service PTO-driven equipment when the tractor engine is running. Ensure that the PTO is switched off. Keys in pocket to ensure no accidental start up. Lock out. 5. Make sure the PTO guard is in position at all times. | | | | | | |
| **Servicing the Tractor:** | | | | | | |
| 1. Only qualified individuals should service equipment. 2. Service the tractor according to manufacturer’s specifications. 3. Stop the engine before performing any service on the tractor. 4. Hydraulic fluid and fuel oil in the injection system operate under high pressure.    1. Do not use your hand to check for leaks; use a piece of cardboard or paper.    2. Stop the engine and relieve pressure before connecting or disconnecting lines.    3. Tighten all connections before starting the engine or pressurizing lines. 5. The cooling system operates under pressure. It can be dangerous to remove the cap while the system is hot. Always turn the cap slowly to the first stop and allow the pressure to escape before removing the cap entirely. | | | | | | |
| **Fueling the Tractor:** | | | | | | |
| 1. Use proper fuel type for tractor. 2. Never remove the fuel cap or refuel with the engine running or hot. 3. Do not smoke when refueling the tractor or when standing near fuel. 4. Maintain control of the fuel filler nozzle. 5. Do not fill the fuel tank to capacity. Fill only to the bottom of the filler neck. 6. Wipe up spilled fuel immediately. 7. Always tighten the fuel tank cap securely. 8. If the originally fuel tank cap is lost, replace it with an approved cap. | | | | | | |
| **Emergency Procedures:** | | | | | | |
| In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk. | | | | | | |

