Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Tractor | | | | | | | | |
| Tractor  Description: 375-1 | | | | | | **Potential Hazards:** Hazards associated with entanglement, impact and cutting, shearing, ergonomics, noise, vibration, slips, trips and falls, fire and explosion and fumes. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Operator to inspect work area to ensure that work surface is even and stable to prevent rollover. * Ensure equipment is free of any signs of wear or damage. * Wear the appropriate PPE. * Fuel vehicle away from any possible sources of ignition. * Ensure that the seatbelt, Roll Over Protective Structure ,Falling Objects Protective Structure (where fitted) and Power Take-Off guard are in sound condition.   2. Operation:   * Before starting the tractor, ensure all levers are in their neutral positions, the parking brake is engaged and the clutch and PTO are disengaged. * Never start or operate levers from anywhere other than the seat. * Drive at a speed slow enough to keep control over unexpected hazards. * Do not operate near ditches, holes or embankments which may collapse under the tractor’s weight. * Avoid slopes that are too steep for safe operation. Always reverse when going up a steep slope. * Do not dismount from the tractor unless the engine and the vehicle have completely stopped, the transmission is in park condition and the parking brake is fully engaged. * Park on even ground, disengage the PTO and lower all attached implements.   3. POST-Operation:   * Ensure all moving parts have come to a complete stop before performing any maintenance or clearing. * Ensure engine is cool before refuelling in a well-ventilated area. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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