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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [x]  | [x]  | [x]  | [ ]  | [x]  | [x]  | [x]  |
|  **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.
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| **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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