

Safe Work Instruction - Tractor

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



High visibility clothing must worn



Foot protection must be worn



Walk-a-Round

POTENTIAL HAZARD AND RISKS

- Entanglement**
Entanglement in moving parts
- Cutting, Stabbing or Puncturing**
Injury from unexpected movement of plant
Injury from contact with moving parts
- Exposure to Dust/Fumes**
Exposure to Dust
Exposure to other emissions released by the plant
- Other**
Hearing damage from excessive noise
Injury due to plant malfunction or misuse
Injury due to operating of plant in unsuitable weather conditions
Contact with hot or cold parts of plants
- Electrical Shock or Burn**
Electrical shock or burn from plant contact with live electrical conductors
- Crushing**
Crushing due to plant tipping or rolling over
Crushing due to material falling off plant
- Slip, Trips, Falls**
Slip, trip, fall from entry/exit of plant and slippery plant surfaces

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls and know how to stop tractor, engine and implement quickly in an emergency
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Use only the attachments that meet the specifications listed in the operational manual
- ✓ Before starting the tractor, ensure all levers are in their neutral positions, the parking brake is engaged and the clutch and PTO are disengaged
- ✓ Ensure you are trained and competent and if driving on public roads, appropriately licensed
- ✓ If the tractor is used on public roads, ensure it is registered
- ✓ Seat belt to be worn

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Use 3 points of contact when entering and exiting plant

- ✓ All steps, ladders, platforms should be kept clean (to prevent slips & falls)
- ✓ Tow attachment only from the drawbar or hitch
- ✓ Drive at a speed slow enough to keep control over unexpected hazards
- ✓ Operate plant on slopes according to manufacturer's guidelines
- ✓ Be aware of changes in weather conditions that may affect plant operators safety
- ✓ Be certain the condition of the worksite is stable and capable of supporting plant during operation
- ✓ Always be aware of wet/soft and loose edges
- ✓ Always watch for bystanders when operating plant
- ✓ Before making adjustments bring plant to a complete standstill and isolate

ENDING OPERATIONS

- ✓ When stopping the tractor:
 - Park on even ground and disengage the PTO and lower all attachments
 - Place all control levers in their neutral positions, apply the parking brake, turn off engine and remove the keys
 - Ensure the tractor has come to a complete stop before dismounting
- ✓ Remove any foreign materials from in and around engine attachment and parts

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from combustibles
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not use mobile phone while operating plant
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not start or operate levers from anywhere other than the seat
- ✗ Do not operate or idle engine in a non-ventilated area
- ✗ Do not operate near ditches, holes or embankments, which may collapse under the tractors weight
- ✗ Do not operate on excessively steep terrain
- ✗ Do not allow any passengers to ride on the tractor unless seat is provided
- ✗ Do not mount or dismount plant whilst engine is in gear

***Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**