

Header Operations

General Information

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Job Task	Header Operations
Related Policies & Procedures	<ul style="list-style-type: none"> • WHS Policy Machinery Operation & Maintenance Policy • WHS Policy Mobile Phones in Machinery Policy • WHS Policy Task Analysis / Job Safety Policy • WHS Policy Working Alone or in Remote Locations Policy • Emergency Procedures – Overhead Power Lines • Emergency Procedures – Fire Season • WHS SWP Fuelling Machinery & Vehicles

Responsibilities

Position	Duties
Employer	To provide workers with safe equipment and workplaces, appropriate PPE for the task, adequate training & ongoing supervision.
Workers / Operators	<p>To follow these Safe Work Procedures and the Operating Manual from the Equipment Manufacturer.</p> <p>Inform Farm Managers of potential hazards in performing the task. Fuel, grease and maintain the equipment, report any equipment faults as soon as practical, and do not operate faulty equipment.</p> <p style="background-color: yellow;">Immediately stop performing a task if you feel unsafe</p>

Job Task Assessment

Job Task	Hazards	Hazard Control
Working long hours over Harvest	Fatigue can cause accidents in the paddocks and on roads driving home after long shifts	Rosters over Harvest ensure regular breaks. Operators must have a minimum of 9 hours break between shifts. Ensure you always have plenty of food and water and keep in regular contact with the Crew.
Clearing blockages from Header Front or checking grain bin	Being run over by Header or having limbs entangled or injured by blades or augers	Always ensure the Header Front is lowered to the ground, the Header is parked on an even surface, the engine is turned off and the handbrake applied before disembarking to check for blockages or grain levels. Use gloves around blades and knives. Ensure the PTO is

People in Paddocks

Safe Work Procedures (SWP)

Header Operations








		guarded, hair tied back and loose clothing tucked in.
Road Transport	Passing vehicles on narrow roads and rolling down embankments	Use an escort vehicle when moving between paddocks. Find a safe place to pull off the road and stop to allow other vehicles to pass.
Working near overhead power lines	Auger arm coming into contact with power lines	Assess every paddock for hazards including power lines before commencing operation. Keep a safe distance from any power lines. Do not extend the unloading auger anywhere near overhead power lines. If you do come into contact, follow the 'Emergency Procedures for Overhead Power Lines'.
Heavy grain loads and driving over steep terrain	As the bin fills with grain, the stability of the Header changes and will be more prone to tipping on steep terrain	Slow speeds when working on steep terrains, make wide turns and do not overfill the bin. If the bin is getting high and you're feeling unstable, alert a Chaser Bin Driver and wait to be unloaded before proceeding.
Working on hot and windy days	Chaff can build up and stick to oil near hydraulic motors and can smoulder. Hot knives can spark over rocks causing machinery and paddock fires.	Never operate a Header on a Total Fire Ban Day! Ensure Header is fitted with a water and powder fire extinguisher. Keep a regular eye on side mirrors for any smoke out the back and regularly walk around the Header to clear any blockages.

Skill Level / Training Required

Licences / Certificates:	<p style="text-align: center; background-color: yellow;">DO NOT OPERATE A HEADER PRIOR TO:</p> <ul style="list-style-type: none"> ● Being familiar with the Operator's Manual ● Reading & fully understanding these Safe Work Procedures ● Undergoing thorough practical training whilst Supervised ● Holding a current Driver's License
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Header Operations

Personal Protective Equipment:

Personal Protective Equipment	 SAFETY FOOTWEAR MUST BE WORN ON THIS SITE	 PROTECTIVE CLOTHING MUST BE WORN IN THIS AREA	 DUST MASK MUST BE WORN IN THIS AREA	 EYE PROTECTION MUST BE WORN IN THIS AREA	 HIGH VISIBILITY CLOTHING OR VEST MUST BE WORN
	Protective Boots (essential)	Protective clothing (essential)	Dust mask (when required)	Eye Protection (when required)	High-Vis clothing (essential on night shifts)
	 SAFETY GLOVES MUST BE WORN	 HEARING PROTECTION MUST BE WORN			
	Gloves (when required)	Hearing Protection (when required)			

Operating Procedures

Pre-Operational Procedures	<ul style="list-style-type: none"> Perform a pre-start check on the Header. Check that all guards are in place, properly secured, and functional. Check all fluid levels and top up if necessary. When filling the header with diesel ensure the engine is off and the park brake is on. Ensure that hydraulic rams, hoses and couplings are in sound condition (no visible leaks), are secured and safe for operation. Check tyre pressures & ensure tyres are not damaged or cracked. Grease parts as per Operator's Manual and ensure all guards are secured after greasing. Make sure windows and mirrors are clean and that you have a firm footing while cleaning. Maintain 3 points of contact as you climb in & out of the header Ensure all lights and warning devices are operational. Ensure GPS Yield Maps are set up and connected. Know where the 'Emergency Stop Button' is located (normally left-hand side of steering column) <p style="text-align: center;">DO NOT OPERATE A FAULTY MACHINE. REPORT IT IMMEDIATELY TO THE FARM MANAGER AND TAG THE MACHINE OUT OF ORDER</p>
	<ul style="list-style-type: none"> Ensure the Trailer is on flat and level ground, and no one is around.

Header Operations

<p style="text-align: center;">Connecting Header Front</p>	<ul style="list-style-type: none"> ● Walk around the Header Front and visually examine all parts on the Implement – don't just assume someone else has done this. ● Follow the Header Front Operating Manual for correct attachment. ● Locate the controls in the Header for operation of the hydraulics on the loader arms. Move the controls to test movement of loader arms and tilt operations. ● If reversing Header to move into position, look over your shoulder to ensure no one is standing near the Header. ● Slowly lower arms down to the same height as Header Front and give a slight crowd angle. ● Lift/align loader arms with securing lugs of Attachment and lift up and crowd back arms to allow attachment to enter bottom securing position. ● Lift Front off the ground (approx.. 50cm) or as per Operator's Manual, apply hand brake, put Header in neutral and turn off. ● Manually insert pins. ● Ensure that the hitch points, securing pins and safety chains are secured as required. Check the hitch and frame for cracks. ● Unlock 'Float' in paddock before commencing operations (remember to lock the float for transporting). ● Inspect knife sections and guards for any damage & replace if required.
<p style="text-align: center;">Operating Procedures</p>	<p style="text-align: center;">OPERATE THIS MACHINE AS PER THE OPERATOR MANUAL</p> <ul style="list-style-type: none"> ● Inspect cabin floor and stow away loose objects to ensure no interference with operation. ● Turn the key to the "on" position and sound the horn before starting the engine. ● Inspect all instrumentation for correct operation. ● Carry out operation check of steering brakes, and hydraulics now that Header Front is attached. ● When moving on internal farm roads do not exceed 40 km per hour on farm or 50 km on road. Drive to the conditions and ensure all locking devices are in place when moving. ● Take time to assess the paddock before you start working by taking note of any hazards; water pipes, gullies, trees, structures, power lines or other obstacles. If in doubt, check with the Farm Manager. ● Check the slope of the land to ensure the vehicle is safe from roll over. Clear area of obvious hazards. ● After the first row, or 5 minutes of operating, check the hydraulic oil level now that the hoses have filled with oil. ● Regularly clean straw and chaff deposits from the engine compartment and around belts and pulleys. ● After 5 hours of operation, check for any loose hardware and tighten required torque. Check knife drive belt tension. ● After 10 hours of operation, check the auger drive chain and knife drive box mounting hardware.

Safe Work Procedures (SWP)

Header Operations

Operating Procedures (cont...)	<ul style="list-style-type: none"> ● Be patient when working in difficult crop conditions. ● Use your instruments and watch and listen for potential blockages – avoiding blockages is easier than clearing them. ● Exposure to high levels of grain dust causes ill health. Close the cab door or use respiratory protective equipment. ● When unloading on the move consider the other driver, avoid sudden manoeuvres and overhead power lines. Do not extend the auger near any overhead power lines! <p style="text-align: center; background-color: yellow;">Always work SLOWLY and CAREFULLY</p>
Housekeeping	<ul style="list-style-type: none"> ● Keep machine parts clean and free of accumulation of grain, foreign material, dirt or debris. ● Record all required information on the correct paperwork provided. ● Keep the work area (cabin and machinery) in a clean and tidy condition. Especially at the end of each shift. ● Inspect machinery for damage and repair prior to using again and report through the Company app or directly to the Mechanic and Farm Manager. Tag out if not safe to operate. ● Clean all machinery with a high-pressure cleaner or air compressor. ● Place the key back into the key register or if out in the paddock place in an appropriate place.

Operation of this Procedure

If you are unsure or unclear about any aspect of this Safe Work Procedure, or any procedural step required to safely perform the task, please seek further assistance, and do not engage in such activity.

Any Employee who does not abide by this Safe Work Procedure will be subject to disciplinary action which may include dismissal with or without notice, depending on the severity and gravity of the offending conduct.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____