

# People in Paddocks

## Safe Work Procedures (SWP)

# Tractor Attachments / Implements

### General Information

<b>Author</b>	Samantha Pritchard
<b>Last Revision Date</b>	December 2023
<b>Related Policies &amp; Procedures</b>	<ul style="list-style-type: none"><li>WHS SWP-Operating a Tractor</li><li>WHS Policy-Machinery Operation &amp; Maintenance</li></ul>

### Responsibilities

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

### Job Task Assessment

<b>Job Task</b>	<b>Hazards</b>	<b>Hazard Control</b>
<b>Folding &amp; unfolding</b>	Hitting and/or crushing people, other equipment, or structures	Follow implement Operating Manual for correct folding & unfolding procedures. Ensure there is enough clear space around the attachment and no people close by.
<b>Yard transport</b>	Clipping overhead powerlines and trees	Drive slowly and cautiously around yards. Do not pass under any low-lying power lines or trees.
<b>Road transport</b>	Clipping overhead powerlines and trees, falling off side of narrow bridges, hitting people, cars, structures	Arrange a Pilot vehicle if oversized and ensure all oversize signs and lights are working. Drive slowly and cautiously on roads and through towns. Do not pass under any low-lying power lines or trees.

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### Skill Level / Training Required

<b>Licences / Certificates:</b>	<p><b>DO NOT ATTACH, TRANSPORT OR OPERATE ANY ATTACHMENTS PRIOR TO:</b></p> <ul style="list-style-type: none"> <li>Following Implement Operating Manual for correct attachment, folding and unfolding procedures before transporting or commencing operation.</li> <li>Being familiar with the Operator’s Manual.</li> <li>Reading and fully understanding the Standard Work Procedures for the attached implement and Operating a Tractor.</li> <li>Undergoing thorough practical training whilst Supervised.</li> <li>Obtaining a signed Competency Assessment Form in the correct use of any attached implements.</li> </ul>
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### Personal Protective Equipment:

<b>Personal Protective Equipment</b>	 <small>SAFETY FOOTWEAR MUST BE WORN ON THIS SITE</small>	 <small>PROTECTIVE CLOTHING MUST BE WORN IN THIS AREA</small>	 <small>DUST MASK MUST BE WORN IN THIS AREA</small>	 <small>EYE PROTECTION MUST BE WORN IN THIS AREA</small>	 <small>HEARING PROTECTION MUST BE WORN</small>
	<b>Protective Boots (essential)</b>	<b>Protective clothing (essential)</b>	<b>Dust mask (when required)</b>	<b>Eye Protection (when required)</b>	<b>Hearing Protection (when required)</b>
	 <small>SAFETY GLOVES MUST BE WORN</small>				
	<b>Gloves (when servicing)</b>				

### Operating Procedures

<b>Pre-Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>Ensure the Tractor meets all requirements to operate the Implement being attached to PTO and three-point linkage.</li> <li>Ensure Implement is in good operating condition.</li> <li>Ensure all protective shields/guards are in place &amp; in working order.</li> <li>Check for broken or worn parts and report damages.</li> <li>Check all tyre pressures &amp; ensure tyres are not damaged, cracked or spiked.</li> <li>Lubricate all lubrication points as per Implement Operator Manual.</li> </ul>
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# Tractor Attachments / Implements

	<ul style="list-style-type: none"> <li>• Check for loose bolts.</li> <li>• Check hydraulic oil level. Check for hydraulic leaks. (If applicable)</li> <li>• Visually examine all parts on the Implement being attached.</li> </ul> <p style="text-align: center;"><b>DO NOT OPERATE A FAULTY MACHINE.</b></p> <p style="text-align: center;"><b>REPORT IT IMMEDIATELY TO THE MANAGER &amp; TAG OUT OF ORDER</b></p>
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<b>Connecting Attachments to a Tractor</b>	<ul style="list-style-type: none"> <li>• Ensure the Attachment is on flat and level ground, and no one is around.</li> <li>• Follow the Attachment Operating Manual for correct folding procedure before attachment and transportation.</li> <li>• Locate the controls in the tractor for operation of the hydraulics on the loader arms. Move the controls to test movement of loader arms and tilt operations.</li> <li>• Reverse tractor up to Attachment slowly and lower arms down to same height and give a slight crowd angle.</li> <li>• Lift/align loader arms on loader onto top securing lugs of Attachment and lift up and crowd back arms to allow attachment to enter bottom securing position.</li> <li>• Lift the loader to about 50 cm off the ground and apply the hand brake. Put the tractor in neutral and turn the engine off.</li> <li>• Manually insert pins.</li> </ul>
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<b>Transporting Attachments</b>	<ul style="list-style-type: none"> <li>• Ensure that all locking devices and pins are in place.</li> <li>• Make sure all lights work and appropriate signage such as “oversize” signs are clearly displayed. Arrange for a vehicle escort if Attachment is oversized.</li> <li>• Keep in communication over UHF radio with an escort vehicle.</li> <li>• Road speed should not exceed speed stated in the Implement Operating Manual and drive to conditions.</li> <li>• Be aware of overhead power lines, uneven edges of roads and the width of the Implement when passing vehicles, buildings and road obstacles.</li> </ul> <p style="text-align: center;"><b>On arrival to the paddock, ensure the Implement and Tractor is on flat and level ground and away from trees before unfolding</b></p>
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### 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: \_\_\_\_\_

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