

Safe Work Procedures (SWP)

Tractor Operations

General Information

Author	Samantha Pritchard
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Related Policies & Procedures	<ul style="list-style-type: none"> ● WHS Policy-Machinery Operation & Maintenance ● WHS Policy-Mobile Phones in Machinery ● WHS Policy-Task Analysis / Take-5 ● WHS Policy-Working Alone or in Remote Locations ● Emergency Procedures – Overhead Power Lines ● Emergency Procedures – Fire Season ● WHS SWP-Tractor Attachments ● 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 a Manager of potential hazards in performing the task.</p> <p>Fuel, grease and maintain the equipment, report any equipment faults as soon as practical, and do not operate faulty equipment.</p> <p style="text-align: center;">Immediately stop performing a task if you feel unsafe</p>

Job Task Assessment

Job Task	Hazards	Hazard Control
Fuel Tractor	Fuel spills on people/ ground/ equipment, slipping/ falling from height when fuelling	Use 3-points of contact when climbing up & down steps, wear safety glasses & gloves when fuelling to avoid splashes in eyes & on skin
Grease & maintenance on equipment	Crawling underneath, hitting head or crushed, straining to remove parts, slipping or falling off ladders	Ensure tractor is turned off and no one inside the cab and near controls, use 3-points of contact
Operating tractor over steep or unstable ground	Tractor roll over	Use slow speeds over steep terrain and avoid where possible, keep load levels low to avoid over balance
Leaving tractor on to check operations	Falling from height Run over by tractor	Always ensure tractor is out of gear and in park before disembarking

People in Paddocks

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Yard transport	Bodily injury to other workers, run overs, damage to other equipment, damage to buildings	Drive slowly around yards and be aware of all people, buildings, & implements left on the ground
Road transport	Hitting overhead power lines, road accidents with other vehicles, hitting road-side signs, losing control on soft or uneven shoulders of road	Ensure all lights on equipment are working, applicable vehicle signs are visible, & escort vehicles are used when required. Drive slowly & to the conditions. Know your height & width & check for overhead lines.

Skill Level / Training Required

Licences / Certificates:	DO NOT OPERATE A TRACTOR PRIOR TO:
	<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

Personal Protective Equipment:

Personal Protective Equipment					
	Protective Boots (essential)	Protective clothing (essential)	High-Vis clothing (essential)	Seat Belts (essential)	Hearing Protection (when required)
					
	Gloves (when servicing)	Dust mask (when required)	Eye Protection (when required)		

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Operating Procedures

<p>Pre – Operational Procedures</p>	<ol style="list-style-type: none"> 1. Perform a pre-start check through the Company app. If for any reason you can not access the app, check the following: 2. Check that all guards are in place, properly secured, and functional. Ensure ROPS (roll-over-protection structures) are in sound condition. 3. Check all fluid levels and top up if necessary. When filling the tractor with diesel, ensure the engine is off and park brake is on. Ensure the filler cap is clean before opening and secure when the tank is filled. 4. Ensure that the hitch points, securing pins and safety chains are secured as required. Check the hitch and frame for cracks. 5. Ensure that hydraulic rams, hoses and couplings are in sound condition (no visible leaks), are secured as required and are safe for operation. 6. Ensure that all lights and warning devices are operational. 7. Check all tyre pressures and ensure tyres are not damaged, cracked or spiked. 8. Grease the entire machine and ensure all guards are secured after greasing. 9. Make sure windows and mirrors are clean before using and that you have a firm footing while cleaning. <p style="text-align: center;">DO NOT OPERATE A FAULTY MACHINE. REPORT IT IMMEDIATELY TO THE MANAGER AND TAG THE MACHINE OUT OF ORDER</p>
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<p>Operating Procedures</p>	<p style="text-align: center;">OPERATE THIS VEHICLE AS PER THE OPERATOR MANUAL INSTRUCTIONS AT ALL TIMES</p> <ol style="list-style-type: none"> 1. Maintain 3 points of contact as you climb into / out of the tractor (facing the tractor). 2. Ensure park brakes are on. 3. Inspect cabin floor and stow away loose objects to ensure no interference with operation. 4. Turn the key to the “on” position and sound the horn before starting the engine. 5. Inspect all instrumentation for correct operation. 6. Carry out operation check of steering brakes and hydraulics if hooked up to an implement. 7. 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 Operating Manual of any attached Implements. 8. If there is an implement attached, only travel to the SOP rated speed which will set the tractor speed. 9. Ensure all locking devices are in place when moving.
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<p>Operating Procedures (cont...)</p>	<ol style="list-style-type: none"> 10. Take time to assess the area / 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. 11. Check the slope of the land to ensure the vehicle is safe from roll over. Clear area of obvious hazards. 12. Look over both shoulders when reversing. Be aware of your surroundings. 13. When backing up to an implement and a colleague is helping you, make sure that they are not standing between you and the implement at any time that the tractor is running. 14. At completion of task, place all control levers in neutral position, apply park brake, turn off engine and remove keys. 15. Maintain 3-points of contact when climbing down from tractors. 16. At the completion of operation, remove all rubbish from the cabin and Ensure all the proper protective clothing/equipment is worn during cleaning operation. <p style="text-align: center;">Always work SLOWLY and CAREFULLY</p>
<p>Housekeeping</p>	<ol style="list-style-type: none"> 1. Keep machine parts clean and free of accumulation of grain, foreign material, dirt or debris. 2. Record all required information on the correct paperwork provided. 3. Keep the work area (cabin and machinery) in a clean and tidy condition. 4. Inspect machinery for damage and repair prior to using again and report through the Company app or directly to Mechanic and Farm Manager. Tag out if not safe to operate. 5. Clean all machinery with a high-pressure cleaner or air compressor if needed. 6. Place the key back into the key register or if out in paddock place in an appropriate place.

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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: _____