

People in Paddocks

Safe Work Procedures (SWP)

Large Square Hay Baling Operations

General Information

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Last Revision Date	December 2023
Related Policies & Documents	<ul style="list-style-type: none">WHS Policy-Machinery Operation & MaintenanceEmergency Procedures – Fire SeasonWHS SWP-Tractor OperationsWHS SWP-Tractor Attachments

Responsibilities

Position	Duties
Employer	To provide workers with safe equipment and workplaces, appropriate PPE for the task, adequate training & ongoing supervision.
Workers / Operators	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 do not operate faulty equipment. Immediately stop performing a task if you feel unsafe

Job Task Assessment

Job Task	Hazards	Hazard Control
Working around PTO's & moving parts	Entanglement in PTO or being pulled into the baler leading to loss of limbs or life	When doing maintenance work, disengage the PTO, turn off the tractor, apply the fly wheel brake, lock the tractor brakes, and remove the ignition key. Chock the baler wheels. Ensure all moving parts have completely stopped.
Leaving the Tractor to inspect operations	Run over by Tractor	NEVER leave a Tractor without ensuring the tractor is on flat ground, the controls are in neutral and the hand brake is on. If maintenance is required, also turn the engine off.
Build up of loose, combustible material in the baler	Combustion of hay setting fire to the equipment leading to loss of equipment or life	Ensure there is a fire extinguisher fitted to the equipment and regularly check for any smoke.





Skill Level / Training Required

Licences / Certificates:	DO NOT OPERATE A HAY BALER PRIOR TO: <ul style="list-style-type: none">Being familiar with the Operator's ManualReading & fully understanding these Safe Work ProceduresUndergoing thorough practical training whilst Supervised
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Personal Protective Equipment:

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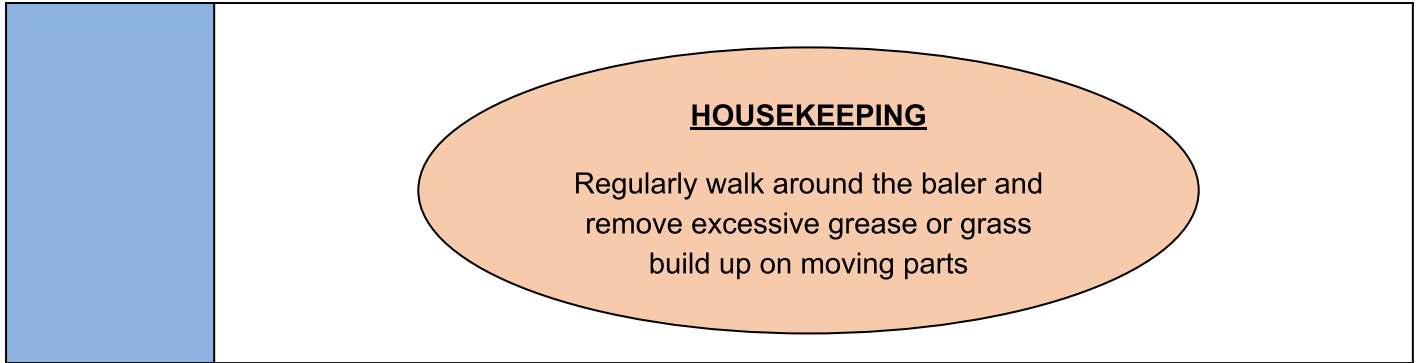
Personal Protective Equipment	 SAFETY FOOTWEAR MUST BE WORN ON THIS SITE	 PROTECTIVE CLOTHING MUST BE WORN IN THIS AREA	 HEARING PROTECTION MUST BE WORN	 SAFETY GLOVES MUST BE WORN	 EYE PROTECTION MUST BE WORN IN THIS AREA
	Protective Boots (essential)	Protective clothing (essential)	Hearing Protection	Safety Gloves (essential when servicing)	Eye Protection (when required)

Operating Procedures

Pre-Operational Procedures	<p style="text-align: center;">PRE-OPERATIONAL SAFETY CHECKS</p> <ul style="list-style-type: none"> Follow the manufacturers' safety recommendations for machinery operation. Ensure all guards are in place, especially the power take-off (PTO) guards. Drive shafts and other moving parts must be guarded. Inverted U-shaped guards are inadequate. Carefully check for loose or missing nuts, bolts, screws, guards or bent teeth. Replace bent or missing pickup teeth to ensure effective feeding of material into the feed rolls. Inspect all belts or chains for evidence of wear or breakage. Maintain belt tension according to the manufacturer's recommendations. Belt lengths should be matched to prevent slippage that can cause blockages and heat build-up. Before replacing a belt or chain, consult the operator's manual for instructions on securing the upper chain or moving load from the belt tension springs. Check the slip clutch, roll scraper and rear gate latch to ensure they are adjusted and functioning according to the manufacturer's recommendations. Ensure the hydraulic hoses are clean, in good repair and hooked up correctly. Ensure the hay baler is attached according to the manufacturer's specification. Check the twine feeding and cutting mechanisms to see that they are working properly and that the twine is in good condition. <p style="text-align: center;">Faulty equipment must not be used, and reported to the Manager immediately</p>
Operating Procedures	<ul style="list-style-type: none"> Operate the machine at a safe speed. Check for overhead power lines and be aware of any hazards in the paddock. Never try to remove blockages or make adjustments <u>until you have disengaged the power take-off and shut off the tractor engine.</u> Never attempt to feed the material into the baler by hand or feet. Never attempt to hand feed or remove twine from the machine while it is running. When ejecting a bale, ensure the area behind the baler is clear before raising the tailgate. Do not eject on a downward slope as the bale may continue to roll. If the tailgate must be opened for maintenance or repair, install a mechanical hydraulic cylinder lockout device to prevent accidental gate closing. <p style="text-align: center;">Always work SLOWLY and CAREFULLY</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: _____