integrated safety Standard Operating Practices

|  |  |
| --- | --- |
| General Information | |
| SOP number | Written by: |
| Date effective: 01 03 15 | Last modified: 01 05 15 by Glen |
| Job task: Using 41’ Mobile Grain Auger With Removable Intake Hopper | |
| Location: Bin Yard | No of employees performing job: 2 |

|  |  |
| --- | --- |
| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer | Provide: Safe equipment, personal protective equipment, training supervision, maintenance and safe work environment |
| Worker | Follow instructions as directed, use PPE provided, completed task in a timely manner, report breakdowns/problems immediately, use equipment only for intended purposes |
| Helper | Follow instructions of worker, do not operate equipment you are not trained or instructed to operate |

|  |  |
| --- | --- |
| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Review work procedures to ensure everyone involved is clear on expectations |  |
| Inspect auger condition. Move auger from storage area (in transport position) to designated bin with yard tractor | Contact with overhead power lines, collision with other parked equipment & fixed structures from long swing of auger |
| Position auger so that output is next to bin. Unhook tractor and move it away. Position intake hopper over intake end and secure in place. | Collision with bystanders and/or grain bin, pinches unhooking tractor, strain lift auger to position hopper |

|  |  |
| --- | --- |
| Partially raise auger to clear the bin roof approximately ½ way up, then push auger in towards the bin by pushing on the wheels until spout is almost touch the roof | Strains, entanglement in auger raising mechanism, upending the auger if it is raised too high and the upper undercarriage frame is pushed on |
| Open the roof hatch using hatch rope – secure the rope when fully open | Dust or dirt falling into your eyes when looking up and pulling on rope |
| Raise auger to clear roof top hatch and continue moving auger into position | Strains, entanglement in auger raising mechanism, upending the auger if it is raised too high and the upper undercarriage frame is pushed on |
| When correctly positioned, block wheels  Position tractor align with power take off driveline, set brakes to prevent tractor from moving and turn engine off |  |
| Attach PTO driveline to tractor PTO output shaft | Strains, pinches |
| Perform final inspection to confirm that bin is ready to receive grain, auger is stable and centered over port, PTO driveline is secure and guarded, stop blocks have been positioned to prevent truck from hitting the auger |  |
| Move truck into unloading position with assistance of helper who is standing off to the side having visual contact with the truck driver and auger intake hopper |  |
| Start tractor and engage PTO drive – do not permit anyone to cross or come near the operating PTO | Entanglement in drive components |
| Begin dumping grain from truck into intake hopper, monitor grain flow to prevent hopper overflow | Noise from running equipment, dust, entanglement in components |
| When truck is empty permit auger to run for a moment to clear grain out of the hopper and auger tube then throttle down the tractor, disengage the PTO drive and shut off the engine then move truck away from work area |  |
| Disconnect PTO driveline from tractor and return to auger frame bracket, move tractor from immediate work area | Strains, pinches |
| Move auger halfway away from bin and begin to lower auger, when auger spout is near bin roof move the auger further away until gearhead of auger clears the bin wall and then lower auger into transport position. Close top bin port. | Strains, entanglement in auger raising mechanism, upending the auger if it is raised too high and the upper undercarriage frame is pushed on |
| Remove intake hopper being careful not raise auger any higher than necessary to remove hopper – collect remaining grain and place into containers for removal and storage | Strains, sprains, dust inhalation |
| Hitch auger to tractor for transport back to storage yard | Contact with overhead power lines, collision with other parked equipment & fixed structures from long swing of auger |

|  |
| --- |
| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |
| All guarding must be in place and secure |
| All required PPE (Dust mask, safety footwear, noise ear plugs and dust goggles) must be worn |
| All workers must never place themselves between moving components or reach into moving components |
| Should anyone perceive a hazard that has not been identified or that suddenly materializes, they should immediately call for instructions but without permitting anyone else to expose to the new hazard. |

|  |
| --- |
| Skill Level / Training Required to Perform the Job(List training requirements) |
| Current first aid training certificate, valid driver’s license, |
| Training session on gain auger operation and transportation |

|  |
| --- |
| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Workers and supervisors must always have a portable two radio in their possession. |
| If working alone the worker shall contact the supervisor prior to starting the work and confirm a radio check-in time, if the worker does not call at the agreed upon time the supervisor will call to verify conditions. If there is no response the supervisor will immediate go to the work site |

|  |
| --- |
| Emergency Procedures(Consider how the worker will intiate an emergency response) |
| In the event of an incident power down all equipment and contact the supervisor, if the supervisor does not respond call the farm office and identify your location and describe the situation. Do not unnecessarily expose yourself to danger. |
| If someone is injured attempt to remove them further danger without causing further injury if possible then administer first aid. If they cannot be moved attempt to stop further injury and provide first aid. |
| Please remember that we are located 30 minutes away from the nearest EMS, injury care is critical until professional help arrives. |

|  |
| --- |
| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| The product will be transferred without product loss or degradation and the equipment will only be used for its intended purposes. |
| Any equipment service needs will be reported to the supervisor immediately so that it will be ready to be used next time it is needed. |
| No risk taking no one will be injured. |