integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 31 03 15 | Last modified |
| Job task: Removing Dual Wheels from John Deere Front Wheel Assist Tractor | |
| Location: Work Yard | No of employees performing job: 2 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer | Provide safe equipment, facilities, training and supervision. |
| Worker | Follow instructions and procedures. Use equipment provided. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Park tractor on pad in front of workshop so that both rear wheels are accessible with the dual transport dolly. |  |
| Set parking braking, remove ignition key and keep the key in your possession. Block the front wheels from both sides. | Strain positioning blocking |
| Position blocking and hydraulic jack under right rear axle lift point. Jack up tractor so that wheels clear parking pad | Crush injuries should jack fail |
| Once tractor is raised sufficiently, block tractor to provide additional support should the jack fail |  |
| Position dual dolly around wheel to be removed and block to prevent movement of the dolly |  |
| Loosen all mounting bolts with impact wrench | Noise, air blast from impact wrench, muscle strain from improperly holding the air gun |

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| Secure the wheel to the dolly and raise the wheel very slightly to release pressure on the mounting bolts. Remove nuts and place them in the bin. | Pinch, crush when securing dolly. Tripping on tools, equipment on the parking pad. |
| With the assistance of a helper roll the dolly into the shop tire storage area. | Crush injuries if the team loses control of the dolly. |
| Place security chain around wheel and lower dolly to separate it from the wheel. Once dolly is removed check security chain to ensure wheel does not move. | Wheel could fall if not secured causing crush injuries and or property damage. |
| Remove safety blocking from under axle, lower hydraulic jack and repeat process for other wheel. |  |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |
| Training, safety footwear, hearing protection, safety googles, leather gloves |
| Safety blocking, removing key from ignition |
| Only using approved equipment and tools. |
| This is a two person job and must not be done by just one person. |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| Must be properly trained for safe operation of jack and know how to properly block it |
| Properly trained on how to safely remove tire from tractor |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Two way radio must be present and accessible. |
| If questions or concerns arise contact Ashton immediately using the two way radio. |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| In the event of an injury immediately call Ashton and describe the situation. |
| While taking steps to avoid endangering yourself, attempt to control any further exposure of the injured party to other hazards. |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Duals are to be removed expediently without any damage or injury. |
| Wheels are to be stored securely to ensure that no one will be injured by a moving wheel. |