integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 1 03 14 | Last modified: 08 09 14 |
| Job task: Operating an ATV for Farm Work | |
| Location: Farm | No of employees performing job: 1 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer | Provide safe equipment for all employees; provide proper training and supervision to ensure employees are comfortable and well trained on assigned duty. ATV safety is applied almost every day and safety is not to be overlooked. |
| Lead Hand | Provide secondary training to all workers on ATV safety, and to ensure proper steps are being followed when utilizing the ATV. |
| Workers | Follow SOP, ensure proper training is administered before performing tasks, ensure proper PPE is utilized at all times, and always assess the situation before performing duties. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Operating ATV within farm boundaries | -Other workers around the yard  -Equipment moving around yard  -Obstacles around the yard (parked equipment, fuel tanks, animals etc.)  -Uneven terrain, potholes, standing water  -Center of gravity  -Risk of fired or collision |

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| Operating ATV outside of farm boundaries | -Legal risks and procedures  -Moving traffic on rural roads  -Animals/people on roads  -Flying rocks/debris  -Potholes, curves, hills  -Working alone |
| Transporting farm supplies with ATV | -Uneven center of gravity  -Risk of fire/explosion  -Splashing of liquids  -Working alone |
| Maintenance/repairs on ATV | -Moving parts  -Risk of pinches  -Entanglements  -Working alone  -Slips, trips and falls in the shop area |
| Mounting/Dismounting ATV | -Risk of entanglement  -Catch clothing on ATV  -Muscle strains and pulls |
| Personal Safety | -Flying debris  -Ergonomics  -Hearing/vision risks  -Burns and cuts |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE)**.** |
| **Training-**Ensure proper training has been administered on ATV operation including all manual training, as well as site specific potential hazards. Training on laws in place outside of the farm yard properly administered. Operator must possess class 5 license if operating ATV off of the farm. Manual and registration must be on-board ATV at all times. Operator must be trained on ATV specifics, center of gravity load limits etc. No passengers allowed on the ATV unless ATV is being used to transport to and from the fields, this is authorized provided that the 2-up seat is properly mounted/passenger is wearing all PPE. |
| **PPE-**All required PPE must be provided by employer and worn at all times by operator when operating outside of farm limits, including but not limited to: DOT approved helmet, goggles, hearing protection, steel-toed boots, no loose clothing, long pants and long sleeves. PPE needs to be maintained and updated when needed; employee needs to report any unsafe PPE to employer immediately. When operating ATV within the farm limits, PPE should be worn according to duties and comfort levels. Please discuss this with your employer for further details. |
| **Pre-Trip/Post-Trip Inspections-**Training on Pre/Post Trip Inspections needs to be administered, and checklists must be available to all employees for use. Pre/Post trip inspection check-list needs to follow all information from the manual as well as any farm-specific requirements. |

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| **Proper Guards/Safety Mechanisms-** All manufacture guards in tact at all times to prevent any personal burns or injury. First aid kit needs to be stocked and available at all times to the operator. |
| **Maintenance/Repairs-**All service and maintenance is to be done by employer or lead farm hand and is to be recorded in the shop in the maintenance binder which is accessible to everyone. All service to be done inside the shop while ATV is not in operation and key has been removed. |
| **Proper Tie downs/Load Racks Utilized-**When using ATV to transport any farm supplies etc. proper tie towns need to be available at all times and utilized when necessary. Please refer to manual for information on load capacity specific to the ATV as well as center of gravity. Only use manufacturer racks and ensure to evenly distribute the load. |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| All employees to be trained before any use of the ATV, within or outside the farm limits, training to be provided by Ashton and signed off on once completed. Lead hand to monitor and provide any secondary training required. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| 2-way radio and mobile phone to be on operator at all times, route/destination when travelling off farm with ATV needs to be communicated to lead hand or employer. Farm specific Working Alone Policy to be followed at all times. |
| Any hazards are to be communicated to employer immediately so they can be handled, including but not limited to: Mechanical hazards, PPE |

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| Emergency Procedures(Consider how the worker will intiate an emergency response) |
| Any emergencies need to be reported to employer immediately |
| Do not put yourself in a dangerous situation, employee should be able to assess the situation once trained and decide whether or not it is safe. Always ensure first aid kit is at your disposal before heading out on the ATV. |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Training and safe operation of the ATV will ensure tasks are completed in a safe manner by all employees. Proper daily logged maintenance will help to prevent any incidents and will keep the ATV in top shape each and every day to ensure it is safe. |
| Proper and safe use of the ATV will ensure tasks are completed safety and efficiently on the farm. |