integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 13 11 14 | Last modified: 01 03 15 |
| Job task: Grinding Barley for Feed | |
| Location: Bin Yard | No of employees performing job: 2 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Farm Owner | -Providing proper training/instruction to employee  -Providing proper safety equipment to employee  -Reporting any injuries/accidents to OSH regulator |
| Farm Hand | -Following specific instructions given by farm owner  -Properly using safety equipment provided by farm owner  -Reporting any injuries/accidents to farm owner |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Before any tasks can be completed be sure to **check the maintenance logs** on the tractor and hammer mill |  |
| Before any tasks are started be sure to do a **Pre-startup inspection** of the tractor and hammer mill. This includes checking tire pressure, engine oil (on tractor), transmission oil, lubrication points, guards and shields. | Tight spaces, sharp edges, falls from heights, pinch points |

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| **Hooking up tractor to hammer mill:** carefully back the tractor up until the drop pin holes are in line. Place tractor in park, shut engine off and proceed to hook-up ensuring three points of contact on your way down the ladder. Place pin in correct position on hitch, attach safety chains, lower the jack, and attach hydraulics (while doing so ensure that there are no leaks or cracks in the hydraulic hoses). Connect PTO driveline, ensure guarding is securely in place. | Sharp edges, falls from heights, pinch points, tight spaces, by-stander run overs |
| **Changing hammer mill mixing screen:** With the implement securely attached to the tractor, and the tractor shut off while in park you can open the trap door on the left hand side of the hammer mill (if standing directly behind looking at hammer mill). Take out the screen that is currently installed and put in its place the screen labeled barley. Be sure to use gloves to prevent any cuts or scrapes from the edges of the trap door. When finished be sure to close trap door securely. | Tight spaces, sharp edges, pinch points, |
| **Beginning crushing of grain:** When the trap door is secure get back inside the tractor ensuring three points of contact at all times. Slowly drive the hammer mill under the loading auger ensuring that no contact is made between the tractor and loading auger. When hammer mill is in place be sure hearing protection is being worn. After you have scanned the area making sure there are no by-standers slowly engage the power take-off (PTO). Then slowly increase RPM’s until the tractor is running at approximately 2000 RPM. Remaining in the tractor properly signal to your partner to start the flow of grain into the hammer mill. Be sure that you always keep an eye on both your partner and the hammer mill should a problem arise. | Muscle strains, dust inhalation, falls from heights, loud noises, running PTO, entanglement – auger and belts |
| **Shutting off flow of grain and hammer mill:** When the hammer mill is almost full signal to your partner to shut off the flow of grain to the auger. When the auger has emptied into the hammer mill signal to your partner to shut off the auger. Then slowly lower the RPM’s on the tractor back to down to normal and disengage the PTO | Falls from heights, running PTO, dust inhalation, running augers and belts, loud noises |
| **Driving to Self-Feeder:** When your partner is at a safe distance slowly drive the tractor and hammer mill to the self-feeder being careful of the tight turns and uneven ground that you will encounter. | Collision with structures |
| **Unloading hammer mill:** Slowly drive the hammer mill in place over the self-feeder and signal to your partner that it is safe to place the hammer mill auger over the self-feeder and put the clutch into unload gear. When your partner is clear of the implement and the auger securely in place over the self-feeder you can slowly engage the PTO. Do NOT increase the RPM’s when unloading. | Falls from heights, sharp edges on auger, muscle strains, dust inhalation, running PTO, running auger, loud noises |

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| When the hammer mill is completely empty disengage the power take-off. Signal to your partner to fold the unload auger on the hammer mill and securely fasten it in place. When your partner is clear of the implement slowly pull away from the self-feeder and drive the tractor into the shed being aware of the uneven ground, tight corners, and curved shed roof. Place the tractor into park and shut the tractor off before removing your seat belt and exiting the vehicle with three points of contact | Pinch points, falls from heights, tight spaces, uneven terrain, by-stander run over, collision with structures |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |
| -To prevent muscle strains be sure to use two hands when attaching power takeoff and use legs as well as back to lift components  -To keep from falling off the tractor ladder always have three points of contact  -Prevent pinch points by keeping hands back from front of power takeoff when attaching  -Be sure to keep by-standers in line of sight at all times to prevent by-stander run overs |
| -Use proper hand signals and communication devices to communicate with your partner  -use proper ear protection to prevent the loud noises from causing hearing damage |
| -drive slowly to prevent accidents on tight corner and rollovers on uneven terrain.  -stay clear of running augers and belts to ensure that nothing gets caught on them |
| -wear a properly fitted and approved dust/chemical mask to ensure no dust or chemical inhalation  -Always wear clothing that covers your entire body with steel toed boots, gloves, and a hard hat to prevent injuries |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| Employee must be able to effectively communicate with others and be able to repeat all verbally instructed steps as well as all written standard operating procedure steps  -Employee must be at least eighteen years of age  -Employee must hold a valid driver’s license  -If the employee has not competed the task in the last sixty days a mandatory review of the SOP must be completed  -Employee must be trained in first aid and CPR in case of emergency |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| -Employee must be able to communicate via hand signals with partner outside of the tractor |
| -All employees must have a cellular phone available in case of emergency or other contact purposes  -two way radios must be present with employees at all times in case of poor cellular service |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| -Employee will use cellular phone to call 911 if needed  -If no cell service is present employee will use two way radio to ask for assistance |
| -Employee will locate first aid kits on side of hammer mill and tractor in case of emergency |
| -Employee will then notify farm owner of emergency once the necessities have been dealt with first |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| -Grain will be crushed and unloaded in a safe and efficient manner with no injuries  -employees will complete the task without injury or property damage |