integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 21 03 14 | Last modified: |
| Job task: Basic Tractor Operation | |
| Location: Entire Farm | No of employees performing job: 1 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Farm Manager/  Employer | Ensure that the employee receives the proper training necessary to perform the job task. Supply employees with the proper knowledge to prevent injury or death. Supervision is to be provided until a firm knowledge of operating the machine is acquired. Ensure proper supplies and safety equipment are provided and accessible. |
| Employee | Take all the necessary training necessary to perform the job correctly. Inform the employer if you feel it is unsafe or too risky to operate the machine. Failure to follow proper training and/or taking “short cuts” may result in injury or death. Proper clothing must be worn at all times, as well as insuring that all required safety equipment is used. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Be sure to ensure that the seatbelt, roll over structure, falling objects, and the power take-off guard are in good condition and properly applied or stored. |  |
| In the case that faulty equipment is noticed, the machine should not be used. Report the faulty issue to the farm manager/employer immediately. |  |
| Be sure to check that the 3-point hitch system and the hydraulic system are in functioning order and properly connected if attached. |  |

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| Ensure that you are only using proper implements meeting the specifications of the tractor that is being operated. |  |
| Do not start or operate any levers/controls from anywhere other than the seat inside. | run over |
| Before starting the tractor, ensure that all levers are in their neutral positions, the parking brake is applied, and the clutch and PTO are disengaged. |  |
| Do not operate or let the tractor idle while in non-ventilated area. |  |
| If pulling an implement, do not pull from anywhere other than the drawbar or hitch. | -Equipment damage  -Roll over |
| Be sure to drive at a speed slow enough to keep control of the tractor, especially over expected hazards like railroad crossings, intersections, etc. | -Equipment damage  -Roll over  - loss of control |
| Do not operate the tractor near any ditches or embankments that may collapse under the tractors weight and cause it to roll. | -Roll over  -Crushing  -Equipment damage |
| If you come across a steep slope, if possible, always back up the slope, if you cannot make it up, you can drive down forward. Avoid slopes that are too steep for safe operation, and call farm manager/employer if uncertain. | -Equipment damage  -Roll over  -Crushing |
| Never dismount the tractor while the engine is running unless the tractor has come to a complete stop, the transmission is in the park position, PTO is disengaged, and the parking brake is applied. | -Crushing  -Equipment damage |
| Ensure that nobody or animal is in danger when operating the equipment, and ensure that the surroundings are clear before moving the tractor. | -Crushing  -Collisions |
| If there is a bucket on the tractor, ensure that the bucket does not obscure the operator’s line of site, and high enough that it will not come into impact with the ground. | -Collisions  -Electric wires  -Equipment damage |
| When coming to a stop with the tractor, ensure that you are parked on even ground, disengage the PTO if connected, and that lower implements are attached. Be sure to place all controller levers in the neutral position, apply the parking brake, and turn off the engine as well as remove the key. Ensure the tractor is at a complete stop before dismounting is done. | -Crushing |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |

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| Be sure to clear away any foreign material and debris from the engine and implement parts to ensure that fire hazards or machinery defaults do not occur. |
| Be sure to keep the tractor in a clean and tidy condition before and after operation in order to prevent any slipping or tripping hazards. |
| Ensure that the shields are in proper shape and attached correctly to prevent entanglement as well as cuts or burns. |
| PPE – Proper foot protection must be worn at all times, steel toe boots are required. Hearing protecting must be worn at all times. If the tractor is an open station tractor sunscreen should be worn. Appropriate clothing must be worn at all times, coveralls, non-baggy shirts, and reflective vests. |
| A first aid kit must be onboard the tractor at all times, as well as a fire extinguisher in the case of engine or implement fires. |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| The employee must hold a valid driver’s license in order to operate the tractor |
| Reviewing the SOP is mandatory if operating the tractor has not been done in the previous 6 months |
| The operator must be able to prove that he/she is able to perform the task at hand by demonstrating and repeating verbal instructions to ensure one does completely understand how to operate the machine. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| The farm manager/employer and employee must both have some form of communication on them at all times. Whether it is a walkie talkie, cell phone, or CB radio. The employee or farm manager/employer must contact each other every 1-2 hours to ensure everything is ok and describe the location they are at if in a field. |
| Before operating the tractor, the farm manager/employer must describe to the employee verbally in significant detail where he/she is going, what they are doing, and what to do in case of an emergency. |
| The employee must have the telephone numbers and work location descriptions |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| Immediately call Ashton if an unexpected incident should occur. |
| If someone is seriously injured or hurt they must call 911 immediately |
| In the case of an incident of emergency, the operator must not put oneself into unnecessary risk |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| The tractor should be operated at its expected use, and not exceeded. |
| Safe operation of the tractor will result if steps are followed correctly. |
| An injury free operation and workplace will occur at the end of the day. |