

 DALHOUSIE UNIVERSITY Facilities Management Power Take-Off (PTO Systems) Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services	Shop: Grounds and Horticulture	
Hazards Identified: Entanglement, operator inattention, defective guarding, insufficient guarding, wrapping points, projectiles, protruding pins or bolts, mounting or dismounting the tractor from the rear, reaching for controls from the rear, stepping over the PTO shaft		
Personal Protective Equipment Required: Safety boots, hard hat, safety goggles or safety glasses, hearing protection, long trousers, safety gloves, dust mask, sunscreen		
Training Required: Before using this type of equipment employees must be trained by a competent person in its proper use and care. The operator's manual, safety markings and instructions for manufacturer approved attachments must be understood and followed by the operator at all times and reviewed regularly. Employees must be trained in the proper use and maintenance of all required PPE before operating this equipment.		

Never attempt to repair, adjust or unplug equipment with the PTO engaged.

Always disengage the PTO, shut of the tractor engine, and remove the keys before leaving the tractor seat.

1. Always put the tractor PTO shaft guard in place when the PTO is not in use.
2. Only use fully shielded drivelines.
3. Never modify the bell shaped shields on the ends of a driveline for any reason.
4. Manufacturer installed guards that are removed for maintenance purposes must be re-installed as soon as the maintenance is completed.
5. Ensure that driveline shields are regularly cleaned and maintained to ensure proper operation.
6. Always use manufacturer recommended parts when replacing damaged or worn shields.
7. To avoid the PTO driveline compressing or separating during operation ensure that the length and height of the tractor drawbar are adjusted to match any implement being used.
8. When replacing a damaged shear pin or bolt ensure these items are the size and hardness recommended by the manufacturer.
9. To avoid creating snag points never use pins or bolts that are longer than required.
10. Always disengage the PTO, shut off the engine and remove the key before getting off the tractor.
11. Keep the master shield in place at all times.
12. Always replace the PTO tractor stub guard if PTO driven equipment is not being used.
13. Ensure that the tractor is shut off, that the keys are removed and all moving parts have stopped before attempting to check the condition of any PTO shields or doing any maintenance.
14. Regularly check the PTO driveline shield to ensure they are in good working condition.
15. When the PTO is stopped check driveline shields by spinning or rotating them.
16. Check driveline shields for any cracks, bends, nicks, etc.

17. Repair and/ or replace any damaged bearing or shields.
18. Never modify driveline shields to make servicing or connecting easier.
19. Only use the driveline recommended for your machine.
20. Never switch drivelines between machines.
21. Never step over a rotating PTO driveline.
22. Never reach across a rotating driveline to operate equipment or to reach for something.
23. Always walk around the equipment.
24. Follow the manufacturer's operating instructions for each piece of machinery at all times.
25. Do not wear loose fitting clothing when working with this type of equipment.
26. Remove drawstrings from clothing, or replace the piece of clothing, before operating this equipment.
27. Do not wear jewelry or other dangling items.
28. Keep long hair gathered, tied back and tucked under a hat.
29. Ensure that all warning labels are visible, clean and legible.
30. Replace any damaged or missing warning labels immediately.
31. Tag any guards, shields or other PTO equipment that has been found defective or unsafe with a "DANGER: DO NOT USE" sign and report the problem to your supervisor.
32. Have the problem dealt with immediately.
33. Do not use the tractor PTO equipment or machine PTO equipment before the problem has been corrected.