

 DALHOUSIE UNIVERSITY Facilities Management Tractors 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: Driver or by-stander being run over, over exertion, falling from tractor, tractor roll over, being pinned under tractor, struck by something falling from tractor, collision, entanglement in equipment used with tractor, no roll over protection or seat belts		
Personal Protective Equipment Required: Safety boots, hard hat, safety goggles or safety glasses, hearing protection, long trousers, safety gloves, dust mask, sunscreen, power take-off entanglement, damaged or broken parts or accessories		
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, equipment 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.		

These safe work practices must be followed at all times and are to be reviewed annually.

Pre-Operational Checks

1. Only fully qualified employees are allowed to operate tractors.
2. Check fluid levels daily.
3. Check fuel and oil levels daily.

4. Never refuel with the tractor engine running or when it is hot.
5. Know the tractor and all of its controls.
6. Know the implements that are used with the tractor and how they operate.
7. Ensure that the tractor is kept in good working condition.
8. Ensure that the tractor is kept clean, especially the steps for getting on and off the tractor.
9. Be totally familiar with the manufacturer's manual and review it regularly.
10. Ensure that the tractor is equipped with a fire extinguisher, first aid kit and small tool kit.
11. Keep all safety decals clean and legible.
12. Replace all worn or illegible safety decals.
13. If parts with safety decals are replaced ensure the new part has the appropriate safety decal affixed.
14. If the tractor is unsafe for use, tag it as "Out of Operation", remove the keys and turn them in at the office. Have repairs performed immediately, by a competent person.

Operation

1. Do not wear loose clothing of any sort or jewellery. Keep shirts tucked in.
2. Always wear the seat belt if the tractor is equipped with roll-over protection.
3. Check to ensure that no one is near the tractor before starting the engine.
4. Never attempt to start the tractor engine while standing on the ground beside the tractor.
5. Always followed the manufacturer's start-up and shut-down procedures.
6. Before starting the tractor ensure that parking brake is on, the clutch pedal is fully depressed and all controls are in neutral.
7. Check all instruments, gauges, warning lights, controls and the steering before driving the tractor.

8. Ensure that any implements attached to the tractor are in the transport position before starting off.
9. Always operate the tractor controls from the driver's seat.
10. Never allow passengers to ride on the tractor or any of the equipment used with the tractor.
11. Be aware of the terrain over which you will be operating especially when it is raining. Holes and ditches, etc. can be hidden by standing water.
12. Always check the work area to ensure that it is clear of debris or other potential hazards such as rocks, logs, pieces of wood, holes, ditches, excavations, overhead power lines, other machinery, etc.
13. Ensure that you have adequate space to turn and maneuver the tractor where you are working.
14. Stay well back from any excavation or other potentially unstable ground.
15. Drive at a speed that is reasonable for existing driving conditions and avoids wheel bounce.
16. Always be particularly cautious on slopes.
17. Slow down when making turns, driving near potential hazards, pulling or carrying a heavy or potentially unstable load, driving on rough terrain or because of poor visibility.
18. Do not overload the tractor or carry unstable loads.
19. When necessary, use counter weights to help keep the tractor stable.
20. Refrain from using the tractor on the highway.
21. If the tractor must travel on public highways ensure that lights and warning signals are working properly and that the tractor is equipped with a Slow Moving Vehicle (SMV) sign.
22. Never start the engine in a building or leave the tractor running inside of a building unless the area is very well ventilated.
23. Ensure that the PTO is properly shielded at all times.
24. Always keep your hitches low and always on the drawbar.

25. Never jump off of a moving tractor.
26. Never leave a tractor unattended with its engine running.
27. Always be extremely cautious when working around tractors.
28. Be aware of the movements of any people working around the tractor.
29. When backing up to hook on to a trailer, DO NOT allow anyone to stand between the tractor and the trailer.
30. When finished with the tractor park it on level ground.
31. If you must park on a grade park the tractor at a right angle to the grade and block the wheels.
32. When shutting down put the PTO in neutral, lower all attachments to the ground, shut off the engine and remove the keys.
33. Do not jump off the tractor, use the steps and hand holds.

Travel on Public Roads

1. Ensure that any implements attached to the tractor are properly and securely mounted.
2. Ensure the tractor is counter weighted if necessary.
3. Remove all sharp attachments.
4. Always ensure that the power take off is in neutral.
5. Whenever necessary, pull over and allow other traffic to pass.
6. Exercise extreme caution at inter-sections. Do not try to beat lights.
7. Pay strict attention to speed while traveling on public roads. The tendency is to speed up and sometimes reach speeds where the tractor maneuverability is compromised.
8. Keep both hands on the wheel at all times.
9. Slow down on all turns.
10. Travel at slower speeds if you are pulling a load.

11. Ensure that you leave plenty of room, between you and the vehicle ahead of you, for stopping.
12. Restrict operation on public roads to daylight hours.
13. If travel on public roads at night cannot be avoided ensure that the tractor has all of the required lighting including flashing amber lights to make the furthest left hand extension of the tractor or equipment that is being transported.