

Safe Work Procedure

Safe Work Procedure		YARD TRACTOR & ATTACHMENTS																																													
Department / Area: Plant Operations	Approved By: Program Lead Plant Operations	Date Created: February 28, 2014	Review / Revised date:																																												
Potential Hazards: Fill in those that apply		Personal protective equipment / devices required / other safety considerations																																													
<table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>risk for injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / sustained postures – slouched sitting</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Vibration - (whole body) increases with time</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch points-attaching/detaching equipment</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Materials falling-material in loader bucket</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery – blades / belts/ pto, etc.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Extreme heat / cold</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Chemicals- acid battery</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Noise</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Combustibles / flammables- fuel</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Debris thrown from equipment</td> </tr> </table>		H	M	L	risk for injury	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / sustained postures – slouched sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration - (whole body) increases with time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points-attaching/detaching equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials falling-material in loader bucket	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery – blades / belts/ pto, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme heat / cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals- acid battery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables- fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debris thrown from equipment	-Hearing protection -No electronic devices when operating tractor -Appropriate closed toe footwear -No passenger permitted -Never make modifications to disconnect any manufacturer safety features	
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<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</p>																																															
<p>Employers must ensure that workers are trained and follow this safe work procedure</p> <p>Steps to perform this task safely:</p> <p>Note: Attachments may include but are not limited to: snow blowers, sweeper, tiller, mower, trailers, blade and loader.</p> <ul style="list-style-type: none"> -Ensure all shields and guards including discharge deflector are in place and working properly. - Ensure the tractor's safety reflector is in place on the tractor. -Avoid unnecessary engine idling in enclosed spaces such as sheds or garages. -Avoid or take extra caution when working in areas close to where people are present. -Disengage power to attachments if you must drive over surfaces such as gravel. -Make best efforts to clear the area to be mowed/swept or blown of any debris which could be thrown from the blades. - Watch for hidden hazards such as holes, roots, drain pipes, or insect nests. - Use caution around low hanging branches and shrubs. -Drive up and down slopes at a partial angle on steep slopes rather than across them to reduce the risk for tipping. -Only work on attachments when power is turned off, key removed and moving equipment has stopped. -Do not touch hot motor parts or spray cold water on a hot engine. -Turn off power to tractor and equipment prior to any maintenance such as unclogging chutes, removing grass catcher, or refueling. -Do not leave tractor or equipment unattended when running. -Refuel in a well ventilated area. Allow time to cool as per Operator's manual before refuelling. <p>When leaving the machine:</p> <ul style="list-style-type: none"> -Disengage power to the attachment -Stop the engine -Set park brake -Remove key and return it to the designated area 																																															