

Safe Work Procedure		Yard Tractor and Attachments																																													
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:																																												
Potential Hazards: Fill in those that apply <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</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 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>Noise</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> <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>Extreme Heat / Cold</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 type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Chemicals – battery acid</td> </tr> </table>		H	M	L	Risk for Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery – blades / belts / pto, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables - fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debris thrown from equipment	<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"/>	Extreme Heat / Cold	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals – battery acid	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Eye Protection / Goggles ➤ Hearing Protection ➤ Appropriate closed toe footwear ➤ No passengers permitted ➤ No electronic devices when operating tractor ➤ Never make modifications to disconnect any manufacturer safety features 	
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		Training / Reference Information: <ul style="list-style-type: none"> ➤ Department Orientation ➤ Operator's Manual ➤ MSDS Training 																																													
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.																																															
Employers must ensure that workers are trained and follow this safe work procedure. Steps to perform this task safely:																																															
<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. ➤ Install barrier and signage if required. ➤ 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 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 refueling. 																																															
When Leaving the Machine: <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. 																																															