

## SOP/SSOP | Tractor Attachments

This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

Procedure Reference	Effective Date	Revision Date	Approval Date
22	7/11/2020 3:34pm	7/13/2020 12:09pm	7/13/2020 12:09pm

**DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.**

COMPULSORY PPE	AS NEEDED PPE
<p>FOOT PROTECTION MUST BE WORN</p> <p>PROTECTIVE CLOTHING MUST BE WORN</p>	<p>HAND PROTECTION WORN</p> <p>EYE AND HEARING PROTECTION MUST BE WORN</p> <p>DUST MASK MUST BE WORN</p>

### PRE-OPERATIONAL SAFETY CHECKS

OPERATE THIS VEHICLE AS PER THE OPERATOR MANUAL INSTRUCTIONS AT ALL TIMES and SOP Tractor Operations

### OPERATIONAL SAFETY CHECKS

#### CONNECT ATTACHMENTS

1. Ensure the attachment is on flat/level ground.
2. Locate the joystick for operation of the hydraulics on the loader arms. Move the joystick to test movement of loader arms and tilt operations.
3. Drive up to attachment slowly and lower arms down to same height and give a slight crowd angle.
4. Lift/align loader arms on loader onto top securing lugs of attachment and lift up and crowd back arms to allow attachment to enter bottom securing position.
5. Lift loader to about 50 cm off ground apply hand brake, put tractor in neutral and turn off.
6. Manually insert pins.
7. Dismount from tractor and ensure locking pins should slide down over bottom bar.

#### WHEN MOVING

1. Raise all implements to correct clearance height for travelling to job site (no more than a metre off the ground).
2. Make sure all lights work.
3. Ensure raised attachment does not impede view of operator while moving.
4. If forward view is restricted then travel in reverse.
5. Road speed on farm should not exceed 30km per hour at any time. Drive to prevailing conditions.
6. Ensure that all locking devices are in place when moving.
7. Survey area to be worked by making sure that there are no water pipes, trees, buildings, power lines or other obstacles in the work site.
8. Check slope of the land to ensure vehicle is safe from roll over. Clear area of obvious hazards.

9. Clear area of people.
10. ONLY complete a task as per the work order or instructions.
11. Always work SLOWLY and CAREFULLY.
12. Always look over both shoulders when reversing.
13. ALWAYS DRIVE SLOWLY WHEN THE BUCKET/ ATTACHMENT IS FULL OF MATERIAL.
14. Tractor can tip over if using tipping bucket turning sharply or on uneven ground.
15. Drive in slowly into pile of material or grain; do not spin your wheel.
16. Do not exceed the safe working limit (SWL) of the front end loader. SWL is found on loader lift arms.
17. As you drive into pile make sure bucket is level with the ground and as you drive into material crown bucket back to capture material. Once bucket is full reverse back but check over both shoulders for any dangers.
18. Make sure bucket is as low as possible without hitting the ground. Never drive with Bucket raised in the air.
19. Never reverse down a slope with a loaded bucket. Keep the load as low as possible.
20. When tipping ensure work area is clear when lowering or lifting bucket.
21. When stopping tractor park on level ground lower bucket to the ground. Ensure bucket or forks are lowered to ground for storage. Hay fork ends need to rest on the ground.
22. At completion of task, place all control levers in neutral position, apply park brake, turn off engine and remove key.
23. Maintain 3 points of contact when you climb down from the tractor.

### HOUSEKEEPING

1. Keep machine parts clean and free of accumulation of grain, foreign material, dirt or debris.
2. Record all required information on the correct paperwork provided.
3. Keep the work area (cabin and machinery) in a clean and tidy condition.
4. Inspect machinery for damage and repair prior to using again.
5. Grease attachment as required.

#### DISCONNECT ATTACHMENTS

1. Ensure the attachment is on flat/level ground.
2. Apply the park brake.
3. Dismount and manually unlock pins safety latch on attachment.

### POTENTIAL HAZARDS

### SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:

- COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE STANDARD OPERATING PROCEDURE
- UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISOR TO SIGN OFF FOR WHEN EMPLOYEE HAS MET ALL THE CRITERIA LISTED IN THIS SOP

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