

SOP/SSOP | Tractor Operation

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

Procedure Reference	Effective Date	Revision Date	Approval Date
8	7/11/2020 2:55pm	7/13/2020 1:11pm	7/13/2020 1:11pm

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>EYE & HEARING PROTECTION MUST BE WORN</p>	<p>SUNSCREEN SHOULD BE WORN</p>

PRE-OPERATIONAL SAFETY CHECKS

1. Check that all guards are in place, properly secured, and functional. Ensure ROPS in sound condition.
2. Check all fluid levels and top up if necessary.
3. Ensure that the hitch points, securing pinions and safety chains are secured as required. Check hitch and frame for cracks.
4. Ensure that hydraulic rams, hoses and couplings are in sound condition (no visible leaks), are secured as required and are safe for operation.
5. Ensure that all lights and warning devices are operational.
6. Check all tyre pressures and ensure tyres are not damaged, cracked or spiked.
7. Grease entire machine and ensure all guards are secured after greasing.
8. Make sure windows and mirrors are clean before using and that you have a firm footing while cleaning.
9. Faulty equipment must not be used. Report suspect machinery immediately.

OPERATIONAL SAFETY CHECKS

1. Maintain 3 points of contact as you climb into tractor.
2. Ensure park brake is on.
3. Inspect cabin floor and stow away loose objects to ensure no interference with operation.
4. Turn the key to on position and sound horn before starting the engine.
5. Inspect all instrumentation for correct operation.
6. Carry out operation check of steering brakes and hydraulics if hooked up to an implement.
7. When filling tractor with diesel ensure engine is off and park brake is on. Ensure filler cap is clean before opening and secure when tank is filled.
8. OPERATE THIS VEHICLE AS PER THE OPERATOR MANUAL INSTRUCTIONS AT ALL TIMES.
9. When moving on internal farm roads do not exceed 40 km per hour on farm at any time.
10. Outside road travel do not exceed 60 km per hour at any time.
11. If there is an implement attached, only travel to the SOP rated speed which will set the tractor speed.
12. Ensure all locking devices are in place when moving.
13. 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.
14. Check slope of the land to ensure vehicle is safe from roll over. Clear area of obvious hazards.
15. ONLY complete a task as per the work order or instructions.
16. Always work SLOWLY and CAREFULLY.
17. Always look over both shoulders when reversing.
18. When backing up to an implement and a person is helping you, make sure that they are not standing between you and the implement at any time that the tractor is running.

19. When operating do so as to be in the guide lines of both tractor and implement at all times.
20. At completion of task, place all control levers in neutral position, apply park brake, turn off engine and remove keys.
21. Maintain 3 points of contact when you climb down from the tractor.
22. At the completion of operation, clean all machinery with high pressure cleaner or air compressor if needed. Ensure all the proper protective clothing/equipment is worn during cleaning operation.

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. Place key back into key register or if out in paddock place in an appropriate place.

POTENTIAL HAZARDS

1. Contact with or entanglement with fences, power lines and other machinery.
2. Entanglement in a PTO drive shaft.
3. Rough ground conditions, debris and foreign objects hidden in work area (or darkness).
4. Machinery guards not properly fitted, secured or damaged during operation

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

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