Tractor Safety Program

• A guide to safe tractor use and maintenance

Program Contents

• **Review of Safety Hazards**
• **Safety Guide / Orientation / Daily Checklist**
• **Safety Quiz / Employee Certification**
  • *employee participation in tractor safety*
Safety Information

• 300 - 400 commercial tractor related deaths occur annually
  • 45% caused by overturns….
  • Many are caused by PTO’s not being shielded or shut down.
  • Other causes: colliding with other vehicles, hitting overhead objects - tree limbs, being crushed during repairs, burned during re-fueling...
• 6.2 million non-fatal injuries were reported in 1996 alone due to tractors/mowers.
• *Human factors are involved in most tractor related accidents*
  • factors to be aware of: poor judgement, unsafe behavior, rushing, insufficient training/inexperiance.

• **What You Can Do…**
  – Be mentally and physically fit - use safe behaviors
    • do not operate if taking medication that may cause fatigue, dizziness, etc..
  – Be properly trained and review and practice the components of this tractor safety program - make it your routine.
  – Be knowledgeable about the tractor and use it safely and properly
  – Conduct pre-operational safety check - report problems to Maintenance
  – Take special precaution on rough terrain and slopes - use weed eater on steep slopes
General Safety Guidelines

• Make sure you become familiar with the tractor and safe operating guidelines
  – review operators manual
  – review tractor safety training program
  – supervisors/experienced representatives must train new and inexperienced operators.
• If the tractor has roll-over protection - always wear your seatbelt.
• Avoid driving the tractor past the shear line of ditches, embankments, holes. Slow down to a minimum speed near these areas.
• Reduce your speed when turning or crossing over a slope or slippery surfaces.
• Stay off of slopes that are too steep for safe operation of your tractor – review with supervisor, there are several areas on campus that should be avoided.
• Keep a constant lookout where you are going and what hazards may be near - roads, walkways, low tree limbs, throw hazards, etc.
• No rider policy. One person only.
• Never remove safety guards/shields.
• Operate smooth turns, stops and starts - engage the clutch gently.
• Use approved hitch points and/or approved drawbar for hitching. Never hitch to the axle or other high point.
• Use your parking brake whenever the tractor is stopped and shut the tractor engine off before getting off the tractor.
• Fuel/refuel with caution - shut off engine, let engine cool, fuel in an open area.
• Start and run tractor in open well ventilated areas only. Carbon monoxide poisoning can occur in a few minutes inside a building or enclosed structure.

Terms

• PTO
  • power take off - the rotating torque portion or area of the machine - used to power equipment, such as blades, brush hogs, etc.
• ROPS
  • roll over protection system - attached to the tractor to prevent a turnover of more than 90 deg. and to prevent the driver from being crushed under the tractor.
• Deadman Switch
  • a device that will automatically turn off the vehicle or rotating equipment power if the driver leaves the drivers seat.
Personal Protective Equipment

- Safety Glasses
  - eye protection – always –
- Ear muffs/plugs
  - hearing protection - highly recommended
- Heavy duty shoes
  - foot protection - highly recommended

WARNING

Protect Yourself!
Tractor/Mower Safety Orientation

☐ Supervisor/experienced representative provides complete safety orientation and hands-on training to new employee prior to operating tractor.

☐ Review all controls, levers, and switches in detail. Have new driver operate and review each control and show proficiency.

☐ Review steering mechanism and special characteristics - rear steering

☐ Review known special terrain conditions (areas to be avoided with a riding tractor)

☐ Review use of personal protective equipment and safe operation

☐ Practice in an open area using all controls, forward & reverse

__________________________  ________________________________
Supervisor/Representative    Sign, date and turn in to: Safety Office

__________________________  ________________________________
Date                        Employee
Tractor Safety Daily Checklist

☐ Make certain all protective guards are in place and secure. Do not remove guards.
☐ Check for responsive steering in an open area before mowing/use.
☐ Check brakes, tires, hardware, leaks, etc. - report problems.
☐ Check area for debris - flying object hazards - walk and inspect before mowing where grass/weeds are high. Be aware of throwing object hazards and people nearby - use extreme caution.
☐ Make sure throttle is in low position to start, let it warm up and start out slowly - especially for diesels.
☐ Start mower deck - listen for unusual noise/vibrations - make one pass - stop, look behind to check if deck is cutting evenly - report problems.
☐ Disengage mower blades before crossing drives or walkways - especially graveled areas.
☐ Mow up and down slopes/hills with a riding mower and don’t stop on the slope. If the slope is steep – use weed eater. Mow across the slope with hand mowers

☐ Always use caution and check behind you before backing up.
☐ Wear hearing protective devices, safety glasses, and work boots.
☐ Shut down engine, let cool, refuel in open area with a fire extinguisher nearby.
☐ Clean mower when finished - wipe off oil/grease, look it over for problems.

Use form until it becomes habit: use quarterly as a refresher:
Review, sign and turn in to: Tony Orcutt

____________________   __________________
Employee                     Date
Tractor Safety Quiz

Name: ___________________________
Date: _______________

• When refueling your tractor, you should always:
  • a. Shut off engine
  • b. Let engine cool off
  • c. Fuel outdoors - good ventilation
  • d. all of the above

• Tractor upsets - overturns are the leading cause of tractor related deaths.
  True              False

• A maximum of 2 riders are allowed on our tractors.  True   False

• Making sharp turns at high speeds, especially on a sloped surface can be very dangerous and cause an overturn.  True   False

• Southwestern University advises us to shut off the engine and set the parking brake when dismounting the tractor.  True   False

• Proper training, safe attitude and safe behavior can prevent almost all tractor related accidents.         True           False

• Which of the following is most likely to cause the mower to roll over?
  • a. Reducing your travel speed
  • b. Mowing on uneven ground
  • c. Watching for holes, depressions and ditches while or prior mowing
  • d. Driving up and down sloped hills

• To avoid thrown object hazards, the operator should:
  • a. Aim the discharge chute slightly upwards
  • b. Remove the discharge chute/guard to make it easier to trim
  • c. inspect the area, remove objects and use caution whenever people are nearby.

• You should clean off the steps/platform to:
  • a. Help prevent slip/fall injuries
  • b. so your tractor looks great
  • c. to utilize time to cool down until your shift is over

• If an area is too sloped or uneven to operate the mower safely, you should:
  • a. Increase the speed of the tractor
  • b. Keep one foot on the ground to help balance and prevent a tip over
  • c. Use a weed eater in that area

• You should wear the following protective equipment:
  • a. Ear plugs or muffs and safety glasses
  • b. Music players/headsets to drown out the tractor noise
  • c. Regular sunglasses to keep glare down and look “cool”.
Tractor Safety Certification

- preventing accidents by employee safety programs and training

- I have attended Southwestern University’s Tractor Safety Program and agree to follow the safety guidelines and procedures outlined in this program. I understand that following these procedures will help prevent serious injuries to myself or to other people nearby.

___________________                     ______________
Name                  Date