

Tractor Safety Program



- A guide to safe tractor use and maintenance

Program Contents

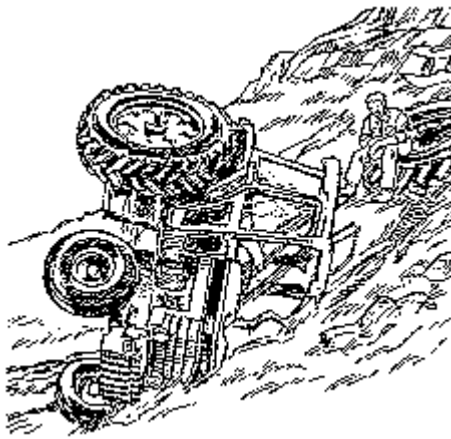
- *Review of Safety Hazards*
- *Safety Guide / Orientation / Daily Checklist*
- *Safety Quiz / Employee Certification*
 - *employee participation in tractor safety*

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/inexperience.***

• 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



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

Date

Sign, date and turn in to: Safety Office

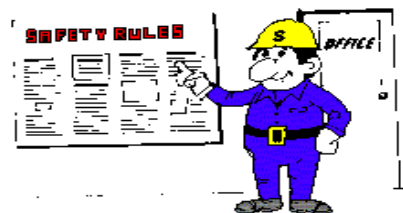
Supervisor/Representative

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

