### General: Handout (pages 1-2) provided to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Protective safety footwear must be worn on campus, research station and off-station field locations.
2. Seat belts must be worn in vehicles and on equipment if provided and a rollover protection system (ROPS) is in place. If ROPS is adjustable, ensure it is in the upright position whenever possible.
3. Drivers are expected to follow all traffic laws. Drivers are not permitted to use cellular devices to talk or text while operating University of Guelph vehicles. Pull over and park.
4. No smoking on UofG facilities or off-station locations or in University field equipment or vehicles.
5. If in doubt about procedures or equipment use, ask for guidance.

### Equipment:

1. Equipment must be operated only by authorized and trained operators or during training, delivered by a designated trainer for the specific equipment. This includes field, shop and lab equipment.
2. Equipment safety shields and guards must not be removed.
3. Hydraulic equipment must be lowered to the ground and/or safety supports in place before parking or working underneath.
4. Do not attempt to fix equipment while working alone. Call for help.
5. Operate ride-on equipment when seated on the permanently mounted seats with feet on footrest/floor.
6. Report broken or damaged equipment to your supervisor and/or research station staff who can undertake and/or arrange for repairs.
7. Tractors and implements should be cleaned before being parked at the end of the day.
8. Follow the station or campus rules about crossing roadways; some equipment requires a guide vehicle.

## STANDARD OPERATING PROCEDURE FOR EQUIPMENT OPERATION

### Pre-Operation:

1. Have you been trained and authorized to operate this tractor?
2. Check for loose or broken parts, screws or hoses.
3. Check for other objects left on the equipment, e.g. tools, ropes, trash, phones, research supplies, etc.
4. Check all fluid levels and for flat or low tires.
5. Check for leaks, cracks in frame or rollover protection structure (ROPS) and seatbelt for damage.
6. Check the lights, including operation of hazard lights.
7. Check the glass and mirrors for cracks or chips impeded vision.
8. Check attachments are secure and in good condition. A secondary means of attachment is required for travel on roadways.
9. Ensure there is a slow-moving vehicle (SMV) sign mounted properly on the rear most part of the tractor or towed equipment.
10. Is there a first aid kit and fire extinguisher in the tractor or truck for distance road travel?
11. Check fuel levels. Should it be gas or diesel?

### Operation:

1. Check for objects (including those overhead) or bystanders, before and continuously throughout operation. Look in the direction you are travelling.
2. Check that gauges and attachments work properly.
3. Wear the seatbelt when ROPS is present and upright.
4. Ensure that differential brakes are locked together for road travel.
5. Drive according to conditions; consider uneven ground and avoid steep slopes.

## Training Plan - Materials:

* Manufacturer’s operator’s manual (instructional videos)
* Departmental SOP and attendance sign-off sheet
* Hazard Assessment Tool

### Training Steps – follow the EHS Farm Equipment Training Guidance

1. Review the manufacturer’s manual and/or the departmental SOP (watch videos if available).
2. Review the necessary PPE.
3. Have a trainer explain the equipment controls.
4. Discuss general safety reminders.
5. Review the hazards and associated controls, such as guards.
6. Complete a pre-start circle check.
7. Trainer: provide a hands-on demonstration, including start up, travel and operational modes and shut down.
8. Allow a practice session by the participants in an open area.
9. Review troubleshooting of specific equipment issues and how to engage the maintenance team.
10. Carry out and document a practical skills assessment for each participant.
11. Discuss the need for transportation of the equipment and any related preparation, as part of the training, including whether transportation is carried out/ permitted by research teams or through retention of professional trucking services. Note: transportation by research teams requires CVOR licensing, suitable truck and trailer, training in loading and unloading, trailering and load security including tie down practices.
12. Provide feedback and request questions or feedback on each step.

Following training, the trained participant/ operator will be fully acquainted with:

1. the controls,
2. be familiar with the safe operation of the equipment and
3. able to demonstrate competency through completion of the associated equipment’s practical skills assessment.

Training records must be submitted to and retained by the department.

**Provide Page 1 & 2 to Trainee, make checklist available to the Trainee when complete.**

#### Staff operating or assisting with any class of equipment must receive training by their supervisor or by designated experienced staff. Complete and retain page 3-4; hiring supervisor - ensure that competency is achieved.

Operator Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Station/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Class** | **Description and use – on road?** | **Review SOP** | **Review Manual** | **Practical: Demo, Assess** | **Date** | **Print name** | |
|  |  |  |  | Operator | Trainer/ Supervisor |
| Tractor: < 40hp |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| > 40 hp |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Tractor plus: (towed implement) | Batwing/Bushhog |  |  |  |  |  |  |
|  | + sprayer |  |  |  |  |  |  |
|  | + water tank, water or grain wagon |  |  |  |  |  |  |
|  | + mower |  |  |  |  |  |  |
|  | + tiller |  |  |  |  |  |  |
|  | + auger |  |  |  |  |  |  |
|  | + planter |  |  |  |  |  |  |
| Combine: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Self-Propelled: | Ride mower |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Utility vehicles: | Gator/Scout/Kubota |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Landscape: | Push Mower |  |  |  |  |  |  |
|  | Weed trimmer |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Shop Tools | Pressurized Air Line |  |  |  |  |  |  |
|  | Pressure Washer |  |  |  |  |  |  |
|  | Drill Press |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other | Drying Room |  |  |  |  |  |  |
|  | Batch Dryers |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

I have reviewed and understand the safe use of the equipment using the Manufacturer’s manual or SOP. **I have demonstrated competence in operation for my trainer or supervisor – as indicated above.**

Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Trainer Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **FARM EQUIPMENT /TRACTOR SAFETY REVIEW: OPERATORS** | Initials | Date |
| Check that the operating manual is available – on the unit or in the shop. |  |  |
| Only operate farm equipment that you have been trained on. |  |  |
| Walk around the equipment before start-up: make a visual check for bystanders and other hidden objects (in grass, doorway obstructions, etc.) |  |  |
| Complete a pre-operational check: assess check lights, shields and guards, tires, brakes?  Check all fluid gauges (oil, hydraulic, gas, etc.)? |  |  |
| Prior to towing equipment, check the safety hitch pins & secondary chains. |  |  |
| Check the slow-moving vehicle (SMV) sign is clean, and with good reflective qualities, mounted correctly, and on the rear-most part of the equipment. |  |  |
| Take supplies to the field, e.g., a hat & source of drinking water on hot days. |  |  |
| Check for the first-aid kit available - on the tractor or in truck.  Check for the fire extinguisher – prior to road trips. |  |  |
| Prior to starting vehicle in buildings, open doors & windows, start ventilation fans. |  |  |
| Check unit steps free of mud, or debris; check handholds to allow 3-point contact when mounting equipment. |  |  |
| Check the seatbelt in combination with the rollover protective structure (ROPS). Always wear seatbelts when ROPS in the upright position, as applicable. |  |  |
| Adjust the seat or choose a tractor / unit compatible to your stature. |  |  |
| All operators/ assistants must remain seating on a permanently mounted seat. |  |  |
| For loads in front-end loaders or on forks, travel with the load low to avoid tipping and allow unimpeded sight lines. |  |  |
| Steer clear of hazards such as ditches, steep hills and other tipping hazards. |  |  |
| Lock the brake pedals together before roadway travel.  Follow posted signs and signal all turns. |  |  |
| Travel at a suitable speed for traffic and road conditions. |  |  |
| Check clearance from overhead power lines, when appropriate. |  |  |
| Lower mounted attachments before you shut down the equipment. |  |  |
| Remove equipment keys when not in use, to prevent unauthorized use. |  |  |
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