



HUMAN RESOURCES

ENVIRONMENTAL HEALTH AND SAFETY

**FARM, HEAVY EQUIPMENT AND UTILITY VEHICLE
POLICY AND PROGRAM**

REVISION HISTORY

The Policy and Program will be reviewed periodically, at a minimum every 3 years.

Revision Number	Document Section	Details of Amendments	Date
0		New Policy	2000
1	All	Update to require use of hands-free devices	February 2010
2	All	New combined Policy and Program	January 2018
3	All	Separation from Motor Vehicles	May 2018

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1. Policy Statement and Program Overview

The University shall establish a program that applies to all unlicensed farm, heavy equipment, (“Equipment”) and utility vehicles (“Utility Vehicles or UVs”), which outlines the expectations for the safe operation of all owned and leased Equipment and Utility Vehicles operated by University of Guelph personnel and contractors at all University of Guelph workplaces. Farm and heavy equipment includes farm and construction-type equipment (e.g. tractors, frontend loaders and backhoes), self-propelled implements of husbandry including sprayers and combines and extends to any unlicensed pick-up trucks. Utility Vehicles refers to all styles of small terrain vehicles, including golf carts, gators, scouts, club cars, and off-road vehicles such as all-terrain vehicles (ATVs) and snowmobiles.

The program shall be in accordance with the requirements of applicable legislation, guidelines and standards and shall include training requirements of authorized operators.

The policy for licensed, motorized vehicles is the *University of Guelph Policy PR 1.2.23 Licensed Vehicles*, found on the [Physical Resources website](#).

2. Applicable Legislation, Guidelines and Standards

Relevant Legislation:

Highway Traffic Act, R.S.O. 1990

Off-Road Vehicles Act, R.S.O. 1990

Occupational Health and Safety Act, R.R.O. 1990

Roll-Over Protective Structures (ROPS), O. Reg. 856/90

Farm and heavy equipment vehicles operated on roadways are regulated by the *Highway Traffic Act* of Ontario and will comply with requirements such as a slow moving vehicle signs (SMV), lighting and towing requirements.

University of Guelph utility vehicles are unlicensed and regulated by the Off-Road Vehicles Act. All utility vehicles must be operated accordingly, such as crossing roads directly and may not be operated on roads or highways, roadway shoulders or ditches.

3. Program Requirements

- I. All University self-propelled implements of husbandry that may travel on the public roads (balers, combines, etc.) will carry a Class ABC fire extinguisher and a first aid kit, affixed within the vehicle’s cab.
- II. All tractors, front-end loaders, and self-propelled off road vehicles shall be equipped with first aid kits.
- III. All purchased and leased tractors shall be equipped with roll-over protection structures (ROPS) and seat belts. All older equipment will be retrofitted with ROPS, where possible. Where

equipment manufactured prior to 1980 cannot be retrofitted with ROPS and small mowers not required to be equipped (i.e. those less than 700 kg), use shall be limited and only permitted within documented restrictions and with approval from Environmental Health and Safety. Such equipment shall be labelled with appropriate warnings for the operator.

- IV. Where equipment manufactured prior to 1980 cannot be retrofitted with ROPS and small mowers not required to be equipped (i.e. those less than 700 kg), use shall be limited and only permitted within documented restrictions and with approval from Environmental Health and Safety. Such equipment shall be labelled with appropriate for the operator.
- V. Equipment equipped with folding ROPS shall be operated with the ROPS in the upright position whenever possible. ROPS shall be folded for work in low areas such as orchards, and returned to the full upright position immediately following completion of such work.
- VI. Authorized drivers of University farm and heavy equipment operated on public roadways shall be a minimum of 18 years of age and shall possess as a minimum qualification, a valid, unrestricted Class G Ontario Driver's License, and shall carry their Ontario driver's license with them. Authorized drivers of University farm equipment and UVs restricted to travel on University property and related farmlands shall be a minimum of 17 years of age and possess as a minimum, a Class G2 Ontario Driver's License.
- VII. Operators of Equipment and Utility Vehicles shall perform circle-checks prior to operation. Drivers and passengers shall wear seat belts, whenever the machine is so equipped. The driver is responsible for ensuring there is a seatbelt for each passenger, if applicable, and to allow as many passengers as there are permanently mounted seats. Passengers are prohibited from riding on towed trailers, implements or in the bed of Utility Vehicles.
- VIII. University farm, heavy equipment and utility vehicles shall not be used for personal business.
- IX. Keys shall not be left in unattended equipment or Utility Vehicles and/or access shall be controlled through procedures determined by/with the Facility Manager.
- X. Smoking is prohibited in all University farm, heavy equipment and utility vehicles.
- XI. Safe driving is expected of all authorized drivers and drivers are expected to follow the rules of the road, as applicable to any farm or heavy equipment that travels the roadways.
- XII. Drivers shall not operate cellular phones or use on-board wireless technology unless the farm, heavy equipment or utility vehicle is at a full stop and put into park.
- XIII. The University shall, at its discretion, withdraw the privilege of operating a piece of Equipment of Utility Vehicle from any person deemed unfit to drive such equipment for any reason, or who contravenes safety procedures related to equipment or UV use.

XIV. All University farm, heavy equipment and utility vehicles shall be maintained to standards of maintenance and safety as set by the manufacturer. Maintenance shall be arranged by the Facility or Farm Manager.

XV. Approved helmets shall be worn by authorized operators of all-terrain vehicles (ATVs) and snowmobiles.

4. Roles and Responsibilities

4.1.1 Facility/Farm Managers shall:

- Set and communicate University policy regarding the acquisition, maintenance, repair, and disposal of farm, heavy equipment and utility vehicles. On Guelph campus, the Manager Transportation Services will provide departmental guidance;
- Consider the vibration characteristics of equipment to be obtained and choose Equipment and Utility Vehicles with low vibration profiles where practicable.

4.1.2 Department Chairs/Heads/Managers or Supervisors shall:

- Authorize University personnel to use University owned or leased farm, heavy equipment and utility vehicles;
- Be responsible for verifying that any person driving University farm and heavy equipment on the roadways has a valid Ontario driver's license;
- Provide for appropriate driver/operator training programs for equipment such as front-end loaders, farm tractors, and off-road vehicles, etc. Records of training shall be maintained and contain the training provided, including names of participants, date trained, and competency testing;
- Confirm that the farm, heavy equipment and utility vehicles are maintained and mechanically safe for use;
- Implement key control procedures for Equipment and Utility Vehicles and shall communicate such procedures to authorized drivers'
- Ensure authorized drivers are made aware of and follow the procedures for fuel purchases, reimbursement of expenses, circle-checks, reporting deficiencies, carrying passengers, transporting dangerous goods, and reporting accidents. Road trip itineraries may be required at Departmental discretion.

4.1.3 Drivers and Equipment Operators shall:

- Participate in required training programs as directed;
- Operate University owned/leased farm, heavy equipment and utility vehicles according to program requirements and training received;
- Wear seat belts, when provided and when ROPS is in place; not wear seat belts when ROPS is folded down for work in low areas, such as orchards; return folded ROPS to the upright position immediately following work in low areas and wear seat belts;

- Provide a valid Ontario driver's license and inform departmental management of license suspensions or loss that revokes their ability to operate farm or heavy equipment on roadways;
- Be responsible and liable for any penalties and/or fines incurred under the *Highway Traffic Act* while operating or parking farm, heavy equipment and/or utility vehicles;
- Report any damage to University equipment and utility vehicles to departmental management responsible for authorizing use of the vehicle or equipment.

4.1.4 The Role of Environmental Health and Safety is to:

- Co-ordinate operator qualification and refresher training programs on regular basis;
- Provide options for farm, heavy equipment and utility vehicle safety training programs.

4.1.5 The Role of Treasury Operations to:

- Provide guidance for managers and supervisors related to insurance coverage and limits;
- Assist with claims management in the event of equipment damage or accident.

5. Training

Operator training for farm, heavy equipment and utility vehicles is required before authorizing equipment or vehicles use. Contact [Environmental Health and Safety](#) for advice about training options.

6. Reporting Accidents

All roadway accidents must be reported, as applicable under the Highway Traffic Act. Report all accidents to Supervisors, the Treasury Office and Occupational Health and Wellness, as appropriate, following the [Injury and Incident Reporting Process](#).

7. Definitions

Name	Definition
<i>ATV</i>	A 4 wheeled or quad cycle vehicle, designed for off-road use by a single passenger
<i>Farm Equipment</i>	Includes unlicensed vehicles, farm tractors, self-propelled implements of husbandry and off-road or all-terrain vehicles
<i>Farm Tractor</i>	A self-propelled vehicle designed and used primarily as a farm implement for drawing plows, mowing machines, and other implements of husbandry
<i>Heavy Equipment</i>	Self-propelled vehicles designed and used primarily for moving loads, such as front-end loader, or backhoe and used with attachments such as post hole diggers or plows

Name	Definition
<i>Highway</i>	A common and public highway, street, avenue, pathway, driveway, square, place, bridge, viaduct, or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines
<i>Self-propelled Implement of Husbandry</i>	A self-propelled vehicle manufactured, designed, re-designed, converted or reconstructed for a specific use in farming
<i>Machine</i>	A self-propelled vehicle, operated by one or more persons who ride on or in it, that is a tractor, bulldozer, scraper, front-end loader, skidder, dumper, grader or compactor other than an asphalt compactor.
<i>Motor Vehicles</i>	Includes automobiles and trucks, off-road and all-terrain vehicles, excludes garden tractors less than twenty horsepower and riding lawn mowers
<i>Roll-Over Protective (ROPS)</i>	In relation to a machine, means a structure that protects the structure operator of the machine who is wearing a restraining device from being crushed if the machine rolls over.
<i>Trailer</i>	Includes general purpose utility trailers and livestock trailers
<i>Utility Vehicle</i>	Includes all makes of golf carts, turf or carry-all vehicles such as John Deere gators, Club Cars, Gems, etc. designed with installed seats and a payload area.