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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |

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| **Related Documents:** | Powered Mobile Equipment Safe Work Practice  Refueling Procedure  Refer to SWP for any other equipment and/or implement used with the tractor. |
| **When to use this WWP:** | This SWP is to be used when operating any tractors. It is important for all employees to follow the safe work practices and to refer to the operator’s manual prior to operating the equipment. Operators must have a valid driver’s license to operate a tractor. |
| **Hazards & Risks:** | * Injuries from improper start up procedures * Overturning and crushing * Injury from attached implements * Collisions with other motor vehicles or objects * Entanglement in PTO shafts * Falling from the tractor |
| **Personal Protective Equipment:** | The personal protective equipment required will depend on the task for which the tractor is being used (e.g. spraying, baling). Consult with the SWP for the particular task at hand to ensure appropriate PPE is used.   * Steel-toe footwear * Hearing protection * High Visibility Clothing |
| **Training Requirements:** | * Valid Class 8 or higher driver’s license * Must be considered competent by supervisor/owner |
| **Communication Process:** | When working out in the field alone, be sure to consult the “Working Alone Procedure”. For any communication regarding break-downs, further instructions, etc. contact the supervisor. |
| **Equipment & Supplies:** | * First aid kit * Fire extinguisher * Cell phone or 2-way radio (not to be used during operation) |
| **Practice:**   1. Read the operator’s manual and familiarize yourself with the caution decals and symbols prior to operating the tractor. 2. Check the work area for hazards and implement controls. 3. One seat – one rider. Do not permit anyone but the operator to ride on the tractor except for driver training. When used for training, use the additional training seat in the cab. 4. Always sit in the driver’s seat while starting the tractor. 5. When driving on public roads, have consideration for other road users. Pull in to the side of the road occasionally, when safe, to allow any following traffic to pass. 6. Use a slow-moving vehicle sign and do not exceed 40km/hr on public roads. 7. Dip tractor lights when meeting a vehicle. Ensure the lights are adjusted to prevent blinding the drivers of oncoming vehicles. 8. Reduce speed before turning or applying the brakes. Brake both wheels simultaneously when making an emergency stop. Ensure brake pedals are locked together when traveling at road speeds. 9. Use extreme caution and avoid hard application of the tractor bakes when towing heavy loads. 10. Keep the tractor in the same gear when going downhill as would be used when going uphill. Do not coast or freewheel down hills. 11. Never apply the differential lock when turning. 12. Always check overhead clearance, especially when transporting the tractor. Watch where you are going, especially at row ends, on roads and around trees and low overhanging obstacles. 13. To avoid overturns, drive the tractor with care and at speeds compatible with safety, especially when operating over rough ground, when crossing ditches or slopes and when turning corners. 14. Use extreme caution when operating on steep slopes.     1. Do not operate the tractor on excessively steep terrain.     2. Always climb steep hills in reverse. 15. If the tractor becomes stuck or the tires are frozen to the ground, reverse the tractor out to prevent overturning. 16. Do not carry any hazardous substance in the cab of the tractor.   Before starting the tractor:   1. Walk around the tractor checking that all safety equipment is in place and functioning. 2. Perform a visual check of the machine for loose fittings, proper tire pressure, shields and guards are in place and signs of fluid leaks. 3. Pay particular attention to the following items:    1. Fan belt for cracks    2. Engine area for accumulation of debris    3. Hoses, lines and fittings for leaks or damage    4. Tires for damage    5. Hardware for looseness    6. Driveline and hydraulic pump areas for leaks or accumulation 4. Any repairs must be made by a competent person before using the tractor. 5. Make sure hand holds, steps and windows are clean before getting on tractor. 6. Maintain three-point contact when entering or exiting tractor.   Operating the Tractor:   1. Before starting the tractor:    1. Apply the parking brake    2. Place the PTO control in the “off” position    3. Place the lift control lever in the down position    4. Place the remote-control valve levers in the neutral position place the transmission levers in neutral. 2. Fasten your seatbelt. 3. Do not start the engine or operate controls (other than externally located hydraulic lift or PTO switches, if fitted) while standing beside the tractor. Always sit in the tractor seat when starting the engine or operating the controls. 4. Never run the engine in a closed building without adequate ventilation. 5. Keep loads even, low, and within the manufacturer’s specified limits. 6. Avoid the risk of crushing/trapping – when backing up to attachments or structures, never allow an assistant to position themselves between the tractor and the attachment or structure. 7. Do not get off the tractor while it is in motion. 8. If the power steering or engine ceases operating, stop the tractor immediately. 9. Before leaving the tractor, park the tractor on level ground, apply the parking brake, lower attached implements to the ground, disengage the PTO and stop the engine. 10. Do not park the tractor on a steep incline.   Operating the PTO:   1. Do not attach equipment to the PTO unless it is rated for the RPM of the PTO. 2. When operating PTO-driven equipment, shut off the engine, switch off the PTO and wait until the PTO stops before getting off the tractor and disconnecting the equipment. 3. Do not wear loose clothing, hair or jewelry when operating the PTO or when near rotating equipment. 4. When operating stationary PTO-driven equipment, always apply the tractor parking brake and block the rear wheels front and back. 5. Do not clean, adjust, unclog or service PTO-driven equipment when the tractor engine is running. Ensure that the PTO is switched off. 6. Make sure the PTO guard is in position at all times and always replace the PTO cap when the PTO is not in use.   Servicing the Tractor:   1. Only qualified individuals are allowed to service the tractor. 2. Service the tractor according to manufacturer’s specifications. 3. Stop the engine before performing any service on the tractor. 4. Hydraulic fluid and fuel oil in the injection system operate under high pressure.    1. Do not use your hand to check for leaks; use a piece of cardboard or paper.    2. Stop the engine and relieve pressure before connecting or disconnecting lines.    3. Tighten all connections before starting the engine or pressurizing lines. 5. The cooling system operates under pressure. It can be dangerous to remove the cap while the system is hot. Always turn the cap slowly to the first stop and allow the pressure to escape before removing the cap entirely. | |
| **Emergency Procedures:** | In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk. |