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

|  |  |
| --- | --- |
| Related Documents: | * Owner’s Manual for each wagon listed below. * Powered Mobile Equipment and Tractor Operation Safe Work Practice |
| When to use this WWP: | This SWP is to be used when using wagons for farming operations. It is important for all workers to follow the safe work practices and to refer to the operator’s manual prior to hitching and operating the wagon. Operators must have a valid driver’s license to operate a tractor or tow vehicle. |
| Hazards & Risks: | * Crushing * Runover * Falls * Entanglement/PTO * Collisions |
| Personal Protective Equipment: | The personal protective equipment required will depend on the task for which the tractor, tow vehicle and implement is being used. Consult with the owner’s manual of the implement for the appropriate PPE to use.  CSA approved   * Steel-toe footwear * Hearing protection * High Visibility Clothing * Safety Glasses |
| Training Requirements: | * Valid Class 8 or higher driver’s license * Must be considered competent by the farm 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 farm owner. |
| Equipment & Supplies: | * First aid kit * Fire extinguisher * Cell phone or 2-way radio (not to be used during operation or hitching/unhitching. |
| Practice:   1. Read the owner’s manual and familiarize yourself with decals and symbols prior to hitching/unhitching or using the wagon. Read SWP for implement hitching. 2. Have a first aid kit and fire extinguisher on hand and readily available in tow vehicle. 3. Only trained workers are permitted to drive with Wagons. 4. Check the work area for hazards including those overhead. 5. Inspect the wagon before use. Do not use if there are deficiencies. 6. Ensure the maintenance for the wagon is up to date. 7. Choose the right tow vehicle and drive according to conditions. 8. If on public roads, follow the motor vehicles act and have the correct endorsement for the weight being towed. 9. Ensure adequate clearance for turning when towing. 10. Use a slow-moving vehicle sign if traveling under 40km/hr on public roads. 11. Wear close fitting clothing and contain long hair and beards to prevent entanglement. 12. Ensure correct hitch for the wagon is used and matches that of the tractor or tow vehicle. 13. Hitch and unhitch on flat surfaces. Follow the safe work practice for hitching and unhitching. 14. Always double check the hitch connection before operation. Follow the safe work practice for hitching and unhitching. 15. Do not step over the hitch – walk around. 16. Clean off steps and platforms free of mud, dirt, snow and ice free. 17. If equipped with hydraulics, check for leaks using cardboard, and release pressure from the system before conducting maintenance and repairs. 18. Follow Lock out and blocking procedures before performing maintenance on the equipment. 19. Remove debris that collects on the wagon to prevent fire hazards and road hazards. 20. Do not stop, start or change directions suddenly on slopes. 21. Driving up and down slopes and hills is preferred. 22. Do not modify the wagon unless approved by the manufacturer. 23. Ensure your tow vehicle is capable of towing the wagon at its’ capacity. 24. Do not load wagon over the recommended weight as per manufacturers manual. 25. Use lower gears in the tow vehicle when going up and down hills with a full load. 26. Reduce the travel speed the heavier the load. 27. Reduce speed if the wagon starts to bounce, sway, fishtail or weave. 28. Do not make any adjustments while the wagon is operating. 29. Ensure all decals and labels are legible. | |
| Emergency Procedures: | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk. |