Section 12. Tractor Safety, Tractor Safety Training Form and All-Terrain Vehicle Safety Guide

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12.1 Tractor Safety

Every employee who must use a tractor in the performance of job duties shall be trained in safe operating practices to be followed during the use of this equipment. This training, as all other, should be documented on the Safety Orientation Checklist. The following points are to be provided at the time of initial assignment and at least annually thereafter.

- Securely fasten your seatbelt if the tractor has a Roll-Over Protection System (ROPS).
  - Seatbelt requirements that apply to ROPS on agricultural tractors: Each tractor must be provided with a seatbelt.
  - Each employee must use the seatbelt while the tractor is moving.
  - Each employee must tighten the seatbelt sufficiently to confine the employee to the ROPS protected area.
- Low profile tractors used in orchards, vineyards or hop yards where the vertical clearance requirements would substantially interfere with normal operation are not required to have ROPS.
- Low profile tractor means a wheel or track-equipped vehicle with the following characteristics:
  - The front wheel spacing is equal to the real wheel spacing, as measured between the centerlines of the wheels.
  - The clearance from the bottom of the tractor chassis to the ground is eighteen inches or less.
  - The highest point of the hood is sixty inches or less.
  - The tractor is designed so that the operator straddles the transmission when seated.
  - Where possible, avoid operating the tractor near ditches, embankments, and holes.
- Reduce speed when turning, crossing slopes, and on rough, slick or muddy surfaces.
• Stay off slopes too steep for safe operation.
• Watch where you are going, especially at row ends, on roads, and around trees.
• Passengers, other than persons required for instruction or machine operation, shall not be permitted to ride on equipment unless a passenger seat or other protective device is provided.
• Operate the tractor smoothly, without jerky turns, starts, or stops.
• Hitch only to the drawbar and hitch points recommended by the tractor manufacturer.
• When the tractor is stopped, set the brakes securely, and use a park lock if available.
• When using public roads, make sure the tractor has a reflective SLOW-MOVING VEHICLE sign.

12.2 Training

Every employee who operates a tractor shall be trained by a member of the Farm Crew or by the Farm Manager specifically in the operation of the tractor to be used.

• Training shall include an orientation of the operator to the topographical features of the land where the tractor will be operated.
• Training shall emphasize safe operating practices to avoid roll-over and the importance of maintaining the use and function of PTO and other guards.
• The training must always be documented on the Safety Orientation Checklist for tractor and implement safety.

12.3 Safety Guards

Farm field equipment must include safety guards. “Farm field equipment” means tractors or implements, including self-propelled implements, used in agricultural operations.

• All power transmission components must be guarded according to WAC 296-307-280.
• The manufacturer’s instruction manual, if published by the manufacturer and currently available, must be the source of information for the safe operation and maintenance of field equipment.
• You must ensure that all power takeoff shafts, including rear, mid-mounted or side-mounted shafts, are guarded by a master shield, as follows:
  - The rear power takeoff has a master shield. The master shield is strong enough to prevent permanent deformation of the shield when a 250-pound operator mounts or dismounts the tractor using the shield as a step.
  - Power takeoff driven equipment is guarded to prevent employee contact with rotating members of the power drive system. When the tractor master shield must be removed to use specific power takeoff driven equipment, the equipment must provide protection from the part of the tractor power takeoff shaft that protrudes from the tractor.
- Signs are placed at prominent locations on the tractor and on power takeoff driven equipment requiring that safety shields are kept in place.

12.4 Safe Operation

- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always be seated when riding authorized vehicles (unless they are designed for standing).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your foreman or supervisor.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.
- Always inspect your vehicle or equipment before and after daily use.
- Never mount or dismount vehicles or equipment while they are still in motion.
- Do not dismount any vehicle without first shutting down the engine, setting the parking brake, and securing the load.
- Do not allow other persons to ride the hook or block, dump box, forks, bucket, or shovel of any equipment.
- Each operator must be knowledgeable of all hand signals and obey them.
- Each operator is responsible for the stability and security of his/her load.

12.5 Maintenance

- You must maintain all motor vehicles and their parts in good repair and safe condition.
- You must not use tires that are worn beyond the point of safety.
- Employees must report to you any motor vehicle or other farm equipment that is in unsafe operating condition. You must ensure that the vehicle or equipment is removed from service and repaired before use.
- Before an employee performs service or repair work under hydraulic or mechanical raised dump truck beds, blades, discs, or other equipment, the raised portion of the equipment must be manually pinned or blocked to prevent falling.
12.6 Tractor Safety Training Documentation

TRACTOR SAFETY TRAINING

Employee’s name ___________________________ Date ___________________________

Employer ___________________________ Trainer ___________________________

Before you use the tractor you must:

___ Review the operator manual.
___ Check shields and guards.
___ PTO master shield in place?
___ Adjust the seat so you can easily reach the controls.
___ Use handrails when getting on and off the tractor.

You must observe the following safety rules each time you use a tractor:

___ Security fasten seat belt if the tractor has ROPS.
___ If possible, avoid operating the tractor near ditches, embankments and holes.
___ Reduce speed when turning, crossing slopes and maneuvering through rough, slick, or muddy surfaces.
___ Stay off slopes too steep for safe operation.
___ Watch where you are going, especially at row ends, on the roads and around trees.
___ Stay off slopes too steep for safe operation.
___ Do not permit others to ride.
___ Operate the tractor smoothly, no jerky turns, starts or stops.
___ Hitch only to the drawbar and hitch points recommended by the tractor manufacturers.
___ When tractor is stopped, set brakes securely and use park lock.
___ Shut off motor during refueling.
___ When using public roads, make sure the tractors have lamps, reflectors and a SLOW MOVING VEHICLE emblem.
___ If operating the tractor on public roads one-half hour after sunset to one half-hour before sunrise, the tractor must have the necessary lights and reflectors required by state laws.

These tractor operation points are good safety procedures to practice. Workers must inform supervisors of needed safety corrections.
12.7 All-Terrain Vehicle Safety Guide

The following information is provided to ensure the safe use of All Terrain Vehicles (ATVs) at TFREC.

Personal Protective Equipment
1) Riders are required to wear safety glasses and a D.O.T. approved helmet while riding an ATV.
2) Depending on the type of use or terrain, it may be advisable to wear long pants and long-sleeved shirts.
3) Wear appropriate footwear for the terrain and environment.

Pre-use inspection
1) Check tires for condition and proper inflation.
2) Inspect ATV for loose bolts, nuts or other parts.
3) Ensure throttle, brakes and shifter work effectively and smoothly.
4) Check engine oil level.
5) Check ATV for oil or gas leaks.

Rider tips
1) ATVs are rider-active; to enhance the performance capabilities of the ATV, you must shift body weight:
   Forward and to the inside of the turn while turning.
   Forward while riding uphill.
   Back when riding downhill.
   Uphill when traversing a slope.
   If ATV begins to tip while traversing a slope, turn wheels downhill.
   If ATV continues to tip, dismount on the uphill side.

2) Do not let an ATV roll backward down a hill. However, if this happens inadvertently, shift weight forward and use the front brake to stop. Using the rear brake could cause the ATV to roll over backwards.

3) If a panic stop is necessary:
   Center body weight over the ATV.
   Apply both brakes evenly.

4) Be aware of terrain.
   Look for steep slopes, drop-offs, holes, ruts or obstacles.
   While driving in orchards, be aware of overhanging limbs or branches.

5) While riding:
   Keep feet on the footrests.
   Knees in toward the gas tank.
   Hands on the handlebars
   Attention in the direction of travel.
6) Choosing proper speeds
   Look well ahead and choose a speed that is proper for the terrain, visibility, operating conditions and your experience.

7) Crossing roads and highways
   ATVs are designed for off-road use and may handle differently on pavement. Come to a complete stop and be sure the path is clear before crossing roads or intersections. Assume drivers do not see you. Drivers tend to look for other cars and are generally not aware of smaller objects such as ATVs or motorcycles.

____________________________  __________________________
Employee’s Signature            Date

____________________________  __________________________
Supervisor’s Signature           Date