

SAFETY TRAINING

This template is designed as a safety check sheet that can be used as specific task or for initial job safety training with employee as part of your operations safety practices.

Machinery Safety

It is important to be safety conscious when dealing with any job that requires the use of machinery. Statistics show that the majority of machinery-related accidents occur as the result of human negligence. Operating farm machinery is serious business and should be treated as such. To avoid any type of machinery-related injury strict safety practices must be employed. The following rules will assist in maintaining efficient and safe operation practices:

GENERAL

- _____ Never operate a machine without proper instructions.
- _____ Never operate a machine without proper guards in place.
- _____ No riders allowed on tractors or four wheelers without permission of supervisors.
- _____ Use appropriately rated chains, cables or tow straps for heavy pulling.
- _____ Keep bystanders away from area when pulling. Chains, cables and tow ropes can break and backlash.
- _____ Seatbelts on all vehicles must be worn when operating. Rollover Protective Structures (ROPS) equipped machinery have seatbelts to hold you within the safety zone of your ROPS frame or ROPS enclosure if an accident occurs.
- _____ Never mount or dismount when machine is moving.
- _____ Never jump off a machine; climb down instead. We always recommend whenever possible that a 3-point contact be maintained when entering or exiting a tractor, truck or from a trailer unit.
- _____ Never remove radiator caps without adequate protection against scalding steam and hot water.
- _____ Turn off the motor before adjusting, cleaning, or repairing. Padlock safety disconnect switches on electrically powered equipment while performing maintenance work on the machinery.
- _____ Always shut down machinery when fueling and only fuel using an approved container or from a properly grounded and bonded fueling apparatus.
- _____ Fueling should not occur where ignition sources are not controlled to include, but not limited to where smoking, welding, open flames, or equipment heat could ignite the fuel.
- _____ Use a checklist weekly (or sooner if recommended by the manufacturer), to check condition of machinery before operating. A preventative maintenance program should be established and followed.
- _____ Never wear loose clothing or dangling jewelry around machinery.
- _____ Confine long hair to prevent being caught in machinery.
- _____ The slow moving emblem should be displayed on all farm machinery.
- _____ If a jam occurs, shut the machine down before attempting to clear the jam or make adjustments.
- _____ Power-Take-Off (PTO) should be properly guarded at all times. The master shield should be in place and secured with a retaining pin and PTO shaft guard installed. Drivelines should be fully shielded to include the connection joints.
- _____ Guard V-belts, pulleys, sprockets, chains, and shafts to prevent accidental contact. Replace guards before starting machine if they were removed for maintenance or repair work. Use only approved guards and install guards where needed or missing.