**Safe Operating Procedure**

**TRACTOR**

* **Do not use this machine unless you are authorised and have been instructed in its safe use and operation**

**POTENTIAL HAZARDS**

Entanglement in PTO Noise Rollover 

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [x]  | [x]   | [x]   | [ ]   | [x]   | [ ]   | [ ]   | [ ]   | [ ]   | [x]  Sunscreen | Other PPE (list): |

**PRE-USE CHECKS**

* Ensure following in sound condition:
	+ seatbelt,
	+ roll over protective structure (ROPS),
	+ falling objects protective structure (FOPS) (where fitted)
	+ power take-off (PTO) guard.
* Make any adjustments to suit user (e.g. seat)
* Report faulty/suspect machinery immediately.
* Check the three-point linkage, pneumatic and hydraulic systems are functioning.
* Use only implements that meet the specifications listed in the vehicle operation manual.
* Ensure tractor driver is trained and competent and if driving on public roads, appropriately licensed.
* If the tractor is used on public roads, ensure that all lights and warning devices are operational and the vehicle is registered.

**SETUP and USE**

* Never start or operate levers from anywhere other than the seat.
* Before starting the tractor, ensure all levers are in their neutral positions, the parking brake is engaged and the clutch and PTO are disengaged.
* Do not operate or idle engine in a non-ventilated area.
* Pull only from the drawbar or hitch.
* Drive at speed slow enough to keep control over unexpected hazards.
* Do not operate near ditches, holes or embankments, which may collapse under the tractor’s weight.
* Always reverse when going up a steep slope. Avoid slopes that are too steep for safe operation (refer to manufacturers instructions).
* Do not dismount from a tractor while the engine is running unless the vehicle has completely stopped, the transmission is in park position and the parking brake is fully engaged.
* Ensure that no person or animal is endangered when operating the equipment.
* **[insert manufacturer setup and use process here]**

**PACKUP**

* When stopping the tractor:
	+ Park on even ground, disengage the PTO and lower all implements.
	+ Place all control levers in their neutral positions, apply the parking brake, turn off the engine and remove the keys.
* Ensure the tractor has come to a complete stop before dismounting.

**DO NOT**

* Do not use faulty equipment
* Do not use if guards are not in place
* Never carry passengers