



Hazards	serious injuries or death from rollovers, injuries or death from contact with tractor attachments, injuries or death from improper loader operation, injuries or death from being caught by, or entangled in, PTO, colliding with pedestrians or motor vehicles, slipping or falling when mounting or dismounting, being struck by flying objects, broken parts, or hydraulic fluid, sustaining cuts, bruises burns and other nuisance but painful injuries, carbon monoxide poisoning from operating in closed area, fire and spills when refueling
Tools/Equipment	
Employee Group(s)	Facilities Management – Grounds & Transportation

Required PPE:



Safety Shoes



Ear Protection



Eye Protection



Gloves

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- Make sure you are familiar with the tractor and its safe use.
- Make sure you are alert – not fatigued or under the influence of alcohol or drugs.
- Do not wear loose-fitting clothing, dangling jewelry, etc.

PROCEDURE

1. Do not disconnect or adjust any safety switches or levers on the tractor unless you are an authorized mechanic.
2. Only use tractor for its intended purposes.
3. Before operating the tractor, do the following:-
 - a. walk around safety check
 - b. walk around service check
 - c. check the oil
 - d. check the radiator
 - e. check the pre-cleaner and air cleaner
 - f. check the fuel level
 - g. check the fire extinguisher.
4. If starting tractor indoors, make sure adequate ventilation is in place by opening doors or windows.
5. Check the power takeoff controls to make sure they are disengaged, and that the transmission is in neutral. Only start the tractor while seated in the operator's seat.
6. Start the engine following recommended starting procedures in the operator's manual.
7. Allow the engine to warm up before proceeding to do any work with it.
8. Check all the instruments. Make sure that there is proper oil pressure, that the battery is charging, etc.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



9. Adjust operator's seat so that you can comfortably reach pedals and controls.
10. Check for visibility all around and adjust any mirrors that you have.
11. Windows and mirrors must be clean to avoid any obstructions to vision or line of sight.
12. Raise loader bucket and disengage park brake.
13. Make sure loader bucket is tipped down when parked in shop.
14. Before moving, make sure everyone is away from the tractor and in field of vision.
15. Always travel at ground speeds that are appropriate for terrain (i.e. street speed on campus is 30 km).
16. Before shutting tractor off, allow engine to cool down at a fast idle. Ensure loader bucket is on ground and park brake is applied.