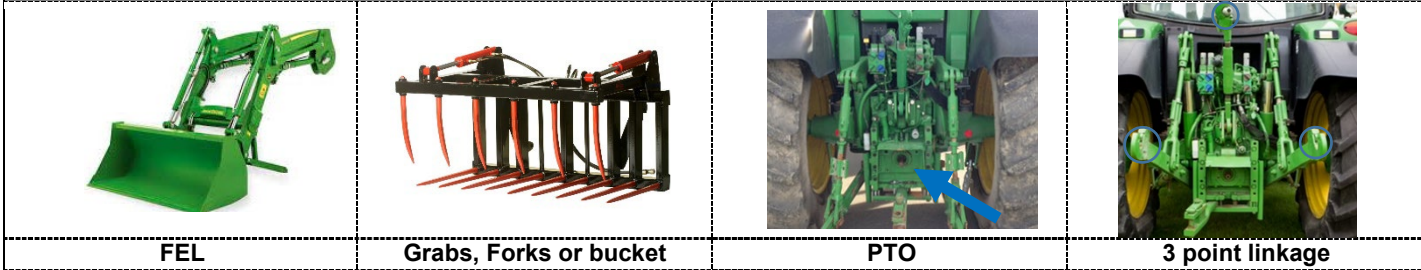


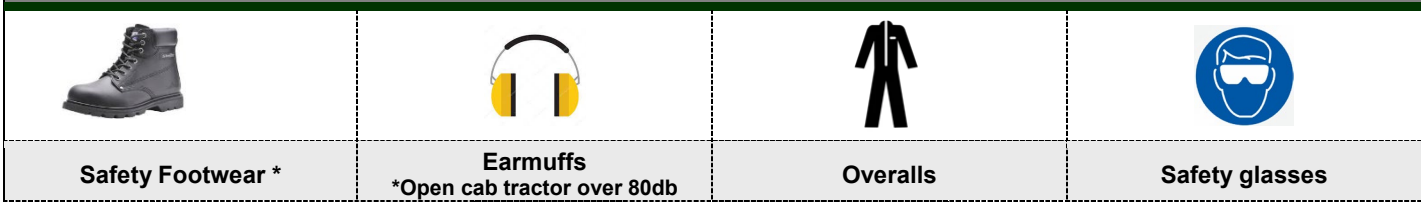
Purpose – to safely operate tractor attachments on farm

This SOP cannot cover every possible scenario and should be used in conjunction with the manufacturer’s instructions



HAZARDS	HAZARDS
Physical injury: Death / broken bones/ crushed	Potential for rollover: due to terrain, speed, towing, unstable loads, liquid loads.
Entanglement: Wheels, implements or PTO shaft	Incident/ accident: Lack of / failed maintenance checks.
Working alone or in isolation: risk of death or more severe injuries if not found after an accident.	Working under raised loads: Death / broken bones/ crushed
Noise: Noise induced hearing loss	Collision: Other vehicles or people

PPE Can include: * = Compulsory



STOP	What am I doing?	THINK	What could go wrong?	GO	Do it the safest way!
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Front end loader: FEL

Procedure	Notes
<ul style="list-style-type: none"> You must be trained (or supervised if in training) for the job Carry the load with the bucket or attachment lowered. Raising it reduces stability Keep the speed down when carrying a load. Avoid sudden stops when carrying a load – the tractor could overbalance. Back down slopes when carrying a load. Lower the bucket or attachment to the ground when parking 	<ul style="list-style-type: none"> Heavy loads raised too high raise the tractor’s centre of gravity and increase the chances of rollover. Front-end loaders carry lots of weight and are dangerous if the weight falls on someone. Front-mounted tines, forks, buckets and other devices are dangerous if the tractor has a head-on crash When checking the tractor’s lift capacity, you may need to attach a counterbalance – carried on the three-point linkage – before using a front-end loader

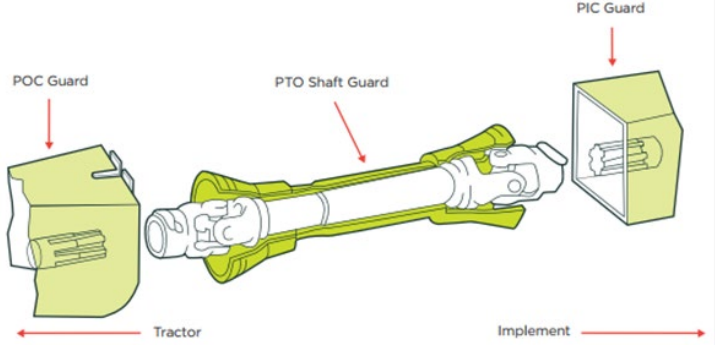
Grabs, Forks or bucket

Procedure	Notes
<ul style="list-style-type: none"> Choose the right attachment for the right job Ensure a straight clear level path to the attachment, no obstacles or people. Use the lever to set FEL to allow attachment. Check for people move forward slowly to engage attachment. Get out and close attachment. Check attached correctly. If using the grabs plug in hydraulics and check hoses for leaks or kinks. Reverse the procedure for detachment. Leave in easily accessible level area. 	<ul style="list-style-type: none"> Common usages on farm: <ul style="list-style-type: none"> Silage, maize – Bucket Silage, grass – Grabs Pick up cows – Grabs with hip lifters Straw bales – Forks, Grabs Unload move pallets, slings – Forks Pivot lift – Forks or FEL Loading soil, shingle - Bucket

Power take off: PTO

Procedure	Notes
<ul style="list-style-type: none"> Entanglement is the major risk with PTO shafts. You must have a fixed power output coupling (POC) guard (also known as the ‘tractor master 	<ul style="list-style-type: none"> The PTO shaft is found at the rear of a tractor and uses a tractor’s engine to drive tools or equipment attached to the tractor – such as post drivers, mowing equipment and boom spraying equipment.

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<ul style="list-style-type: none"> Guard'), which should be permanently attached to the tractor. You must have an implement power input coupling (PIC) guard, which should be permanently attached to the implement. You must have A PTO shaft guard, which extends into the POC and PIC areas for the maximum practical distance. Check the tractor POC is off. Ensure a straight clear level path to the attachment, no obstacles or people then back the tractor to the implement Disable connector lock pin, align grooves and slide shaft into POC. Check lock pins are holding the connection in place. Reverse the procedure for detachment. Leave in easily accessible level area. Remove PTO connection before disengaging from 3 pt linkage. 	<ul style="list-style-type: none"> Ensure you have no risk of clothing, hair, jewelry, or tools getting caught in the PTO shaft On farm we use mower, muck spreader, auger and 15,000 L sprayer. These implements each have their own PIC with PTO shaft and guard attached. 
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Three-point linkage

Procedure	Notes
<ul style="list-style-type: none"> Ensure you know how to connect implements correctly or the tractors centre of gravity can cause the tractor to roll over backwards. You also risk being crushed or run over when connecting an implement to the tractor. Don't let anyone stand between the implement and the tractor when reversing to connect or moving the tractor. The correct sequence for attaching implements to the three-point linkage is: left, right then centre. Implements can be attached directly to the 3 pt linkage or by utilising a quick hitch. The quick hitch allows the operator to attach to an implement without getting off the tractor. 	<ul style="list-style-type: none"> Tractors are designed to connect to ploughs and other implements with a three-point linkage. The three points create a triangle, so the implement's weight is carried by the tractor itself. This system is designed to transfer some of the implement's weight to the tractor at a point below its centre of gravity, which increases its traction If you must, inch the tractor into position while someone puts in the connecting pins, back the tractor up too far, get the helper to approach, then inch the tractor forward until the helper can insert the pins. Implements on farm using 3 pt linkage: post driver, mower, sprayer, rotor rainer, grader blade. Implements on farm using 3 pt linkage with or without quick hitch: Silage wagon, tip trailer, straw trailer, muck spreader, PKE trailer. Some of these implements will also need a hydraulic attachment. Check attachment is secure and check the hose condition.

Emergency Procedures	
<p>EMPLOYEE INCIDENT</p> <ul style="list-style-type: none"> First aid Fire-fighting equipment PPE and PPE for rescuers Emergency contact details Response plan takes location into account 	<ul style="list-style-type: none"> Know who the farm first aiders are. First aid kit near to the work First aid kit contents are appropriate for the potential injury. Fire extinguisher in diary sheds and workshops Emergency details on staff file. Evacuation point identified

Additional Notes
 WorkSafe NZ guidelines: [Safe use of tractors on farms](#)

Operators must only operate equipment which they have been trained and approved to operate

Operators to sign below (or in the electronic H&S system) to acknowledge they have read and understood the above SOP.

Name of Employee	Signature	Date	Trainer Name	Trainer Signature

SOP – Tractor attachments



Purpose – to safely operate tractor attachments on farm

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