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| **Activity** | Tractor Operation |
| **Company** | J&A Farming |
| **Location** | Irrigation Way, Widgelli, NSW |

**DO NOT use this machine unless you have been trained in its safe operation and authorised.**

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| **Protective Equipment** | | | | | | |
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| **Potential Hazards** | |
|  | * Traffic and moving vehicles and machinery * Pedestrians * Overhead power lines * Uneven and unstable ground * Flying debris * Hydraulic fluid under pressure * Hot surfaces * Combustible liquids |

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| **Pre-Operation** |
| 1. Only trained and authorised persons are to operate tractors. 2. All operators must read the Manufacturers Operators Manual. 3. If using attachments, read the Attachment Operators Manual and corresponding SWP. 4. Do not operate tractor while under the influence of drugs or alcohol. 5. Complete Pre-Start Check prior to each operation. 6. Report any faults or damage to Farm Manager prior to operation. 7. Identify overhead powerlines in areas of operation and ensure adequate clearance. 8. Identify and avoid uneven and unstable ground including ditches, holes and embankments. |

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| **Safe Operation** |
| 1. Maintain three points of contact when climbing in or out of the tractor. 2. Always sit in the operators seat when starting the engine or operating controls. 3. Passengers are not to be carried. 4. Ensure there are no pedestrains around the tractor or the intended area of operation. 5. Before starting engine, ensure parking brake is engaged, the Power Take-Off (PTO) is disengaged and all levers are in neutral position. 6. Ensure you are wearing the seat belt before moving the tractor. 7. Keep all parts of the body within the cabin at all times. 8. Observe the farm speed limit of 40 km/hr. 9. Slow down when turning or traversing uneven ground. 10. If the tractor tips over, do not attempt to jump clear, remain seated, brace yourself and lean away from the point of impact. |

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| **Post-Operation** |
| 1. Park on a firm and level surface wherever possible. If parking on sloping ground, park across the slope. 2. To park the tractor, bring it to a complete stop, disengage the PTO, lower all implements to the ground, place all controls in their neutral position, set the park brake and stop the engine. 3. Remove the key from the ignition and climb out of the tractor, maintaining three points of contact at all times. 4. Complete a quick post-operation inspection to detect any obvious signs of damage. Report any faults or damage to Farm Manager immediately. 5. Lock the cab door. Return the key to the farm office at the end of each day. |

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| **Verification of Competence** | | | |
| I verify that I have observed the trainees named below operating the tractor in accordance with this Safe Work Procedure. Based on these observations I have made the following assessments of their competence: | | | |
| **Trainee** | **Trainer** | **Date** | **Competent** |
|  |  |  | ⬜ Yes ⬜ No |
|  |  |  | ⬜ Yes ⬜ No |
|  |  |  | ⬜ Yes ⬜ No |
|  |  |  | ⬜ Yes ⬜ No |

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| **Protective Equipment Pictograms** | | | | | | |
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