Tractor Operation

Safe Operating Procedures | Almond farms | English transcript

General information only. Your host will provide the exact site procedure, machine instructions, PPE requirements and practical training before you start work. This video does not authorise equipment operation.

0:04 Before you start

This video provides general information for workers on almond farms. Before you start work, your host employer will explain the exact safe operating procedure, machine instructions and personal protective equipment required at your site. This video supports training. It does not replace practical training, assessment, supervisor sign-off or a training record. English is the authoritative version.

0:39 Step 2

Pre-start/safety meeting

Potential risk.

Employees not aware of traffic management requirements may lead to serious collision resulting in injury to operator and damage to equipment

Poor communication when machinery is moved from block to block

Employees with language barriers may not understand traffic management plans

Employees taking short cuts through headlands may lead to collisions resulting in injury to employees and damage to equipment

Risk treatment.

Employees MUST attend morning pre-starts in front of the orchard activity board

host employer management MUST communicate traffic routes before the start of each shift

Equipment specific supervisors MUST reiterate traffic management plans to their teams

If there are language barriers an interpreter MUST be used to communicate traffic management requirements

If traffic management changes throughout the day host employer management and supervisors are responsible for communicating changes to employees and updating the orchard activity board.

1:52 Step 3

All operators are to have an introduction to, and competency training for, all makes and models.

All operators are to have current driver’s licence if crossing or travelling on public roads.

Potential risk.

Untrained workers operating tractors.

Incidents and accidents when operated by unlicensed operator.

Risk treatment.

Allocate only trained and licenced operators to tractor operation.

Check employee details for current licence.

2:25 Step 4

Complete daily checklist

Potential risk.

Damage or breakdown of equipment.

Injury to operator.

Risk treatment.

Check and clear area of obstacles. Complete all checks from ground level.

Ensure all windows are clean and visibility is unobstructed.

Ensure steps are free of mud and debris

Any adjustment changes must be reported to the Supervisor.

Adjustments are to be completed by the supervisor in conjunction with the maintenance department.

Leave equipment shut down whilst doing checks.

When completing checks ensure the

equipment is isolated.

Ensure all controls and seating are adjusted for support and comfort.

Confirm correct channel and complete UHF radio check

During training ensure operators understand how to make adjustments of controls and seating.

Equipment supervisor must monitor pre-start operation

Pre-start checks must be documented

3:34 Step 5

Climb into tractor. Apply handbrake, depress clutch, put into neutral gear, start engine and allow minimum 5 minutes to warm up.

Potential risk.

Other workers impacted / crushed by moving tractor. Slips, trips and falls to workers

Risk treatment.

Use three points of contact when climbing into and out of tractor. Ensure tractor has handbrake firmly engaged.

4:05 Step 6

Check operation of all machine controls including air conditioner and 2way radio.

Potential risk.

Equipment failure

Risk treatment.

If an issue is identified that may affect the safe operation of the tractor then the tractor must be tagged out and Supervisor notified of issue.

4:29 Step 7

Attach implement or equipment to be towed and operated.

Potential risk.

Hand injury.

Manual Handling injury

Crush injury.

Uncontrolled movement of implement. Unguarded PTO.

Risk treatment.

Check implement is in good condition,correctly fitted and secure.

Check load rating is suitable.

Ensure all workers are clear before reversing to attach implement.

Where gloves whenever there is potential for a hand injury.

Always assess the weight before lifting and seek assistance if needed.

Ensure PTO guarding is in place and in good order.

5:14 Step 8

Fit seat belt, activate flashing light, or turn on headlights as applicable close the door and travel to work area.

Potential risk.

Workers injured in traffic accidents.

Workers speeding with tractor.

Poor visibility due to dust and tree canopy.

Travelling with doors open can cause damage to doors and windows

Risk treatment.

Instruct/indicate to all other workers of intention to move vehicle and to vacate the immediate area.

Operator must wear use seat belt at all times and be aware of all other machinery or people in area.

Operator to travel at sensible speed at all times.

Ensure travel is via main tracks and headlands.

Doors and windows must be shut before the tractor is moved.

6:10 Step 9

Commence working/operation.

Potential risk.

Other workers impacted / crushed because of poor visibility when operating tractor.

Other workers impacted

/crushed when towed machinery not correctly attached.

Risk treatment.

Operator to use seat belt at all times.

Operator must be aware of all other machinery and people working in area as well as the traffic management plan of the

property.

Operator to consider all conditions e.g. inclines, weather and travel at a sensible speed at all times.

When entering headlands UHF radio call must be made stating location.

Operators must not proceed into the headland unless they have received positive response from other workers in that block as to their location.

Operator must show extreme caution when entering and exiting tree rows.

7:12 Step 10

At completion of shift or task return tractor to designated parking area. Handover to new operator or shut down and secure tractor. Perform quick check over machine to look for issues that may affect next shift.

Potential risk.

Workers injured in traffic accidents.

Risk treatment.

Park tractor on firm, even ground. Apply hand brake. Remove keys, lock tractor and return to designated key storage.

7:45 Step 1

Training and Safety

Potential risk.

Workers unsure of the process may lead to unwanted events which may result in injury, fatality or damage to equipment.

Risk treatment.

At the end of this training which includes the practical component if you are unsure of the process do not proceed contact your Supervisor and the Orchard Manager immediately

If at any time during this process you feel unsafe you are authorised and expected to stop

Contact your Supervisor and the Orchard Manager immediately

8:24 Qualifications and experience

Qualifications and experience.

All employees/ workers must be trained, hold relevant licenses, and be assessed as competent before operating any equipment on host employer sites. there must be safety induction records with the workers' name on the records. where licenses are required a copy of this must be on site file or personal file.

8:52 Duties and responsibilities

Duties and responsibilities.

All employees/ workers must adhere to host employer policies and procedures and report any concerns and incidents immediately to their manager/ supervisor. it is the responsibility of both host employer onsite management and contractor companies to identify language barriers and provide interpreters where required.

9:22 Training required

Training required.

All employees/ workers must have been inducted to the site and deemed competent in relevant Safe Operating Procedure and site traffic management plans. site managers must sign off all Safe Operating Procedure before employees/ worker start work on site or equipment. training should be completed by a competent person or training organization.

9:50 Codes of practice and legislation

Codes of practice and legislation.

All employees/ workers must adhere to codes of practice, standards and guideline, whs and ohs acts and regulations.

10:07 Plant, equipment and PPE

Plant, equipment and PPE.

Job specific protective personal equipment (ppe) must be identified and worn when required (i.e. positive sealed goggles with a strap when using compressed air). PPE is a shared responsibility between your host employer and Orchard Tech. Your host employer will provide the PPE required for your task. If the required PPE has not been supplied, stop work and contact Orchard Tech. workers to wear all outdoor ppe where required – wear positive sealed eye protection, gloves, hat, sunburn cream, steel capped boots, long sleeve shirts and long trousers. hi viz clothing must be worn at all times.

11:03 Maintenance checks

Maintenance checks.

If a vehicle, plant, equipment, or machinery is found to be defective or damaged, it must be tagged with ‘out of service’ tag until repaired and isolation register completed. daily pre-start/ pre-shift checks and post-checks if required are to be completed and recorded in all instances. maintenance teams are responsible for all maintenance on equipment. workers can only undertake maintenance if they have been adequately trained in the relevant process.

11:42 Before work starts

This video provides general information. Before you start work, your host employer will explain the exact procedure and provide practical training for your site. This video does not replace assessment, supervisor sign-off or a training record. If you do not understand something, use the English or talk to your supervisor at the host employer site. The host will provide you with an interpreter.

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