



Safer Farms, Safer Farmers

Toolbox Talks

MANAGER'S INSTRUCTIONS

- Ensure all participants have a copy to refer to and make notes
- Ensure you write the name of your farm, record the date and have all participants sign the master copy (*which should be kept as part of your farm's WH&S records*)
- Ensure your *Toolbox Talk* is done in a location suitable for the topic
- **Engage** with each other, ask questions and give everyday examples.



WE ALL NEED TO REMEMBER

- If you are **unsure of anything** or feel that something you have been asked to do is dangerous, **DO NOT begin the task**. **ASK for assistance** or more information and we will work together to find a safe way to do the job or solve the problem.
- Ensure you are aware of the location of the nearest First Aid Kit.
- Make sure everyone is fit for work, free from signs of fatigue, drugs or alcohol. If in doubt, **ask** or talk to your manager.
- This farm is a workplace, but may also be a place of residence for the owner, their managers and employees. Be **vigilant** for children and bystanders at all times. *Refer to [Child Safety on Farms](#)*
- **The safety, health and wellbeing of all who live on, work on and visit this farm is the most important responsibility we all share.**

Even if we are busy and under time or financial pressures, **safety MUST come first.**



Farmsafe
AUSTRALIA

A Practical Guide Tractor Operation

Tractors are used widely across the agricultural industry and are one of the most popular and versatile pieces of equipment on farm. **They are also one of the most dangerous.**

The **biggest risks** attributed to tractors are rollovers, the potential to be run over, crush injuries, being caught or entangled in moving parts of the tractor (PTO) or towed implements, injuries caused by poor dismantling methods, hearing loss, pain and injury from poor posture and long hours in the seat.



A MUST

Risk Management Tools

[DOWNLOAD ONLINE MATRIX](#)

Use this simple and effective tool to assess and manage the risk of your farming activities prior to commencing. All team members can join in and contribute, developing different ways to manage risks on your farm. Doing a risk assessment helps determine hazards and develop appropriate control measures to lessen the risks.

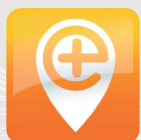
PRE-OPERATIONAL INSPECTION

- **Review** manufacturer's operating manual prior to use and undertake maintenance check.
- Seek appropriate training from approved providers and **NEVER** remove the safety mechanisms.
- **DO NOT** use a tractor if you haven't been instructed in how to use it safely, including the use of towed implements and attachments. **Ensure** that you are capable of reversing the tractor, with or without implements attached.
- **Ensure** appropriate guarding is fitted to provide barrier protection from moving parts such as electrics, belts, hydraulics and Power Take Off (PTO) shafts – *Refer to [Farm Machinery Guarding Guide](#).*
- **Make sure** emergency stops are installed and operational.
- Tractors should be fitted with approved Rollover Protection (ROPS) and Falling Object Protection (FOPS).
- **Ensure** raising and lowering mechanisms such as hydraulic hoses are secured appropriately.
- **Check** the cabin air filtration system is clean and working correctly. Replace filters and seals if necessary.

- **Check** the headlights, taillights, windscreen and rear vision mirrors are clean, with good visibility.
- **Ensure** the cab is clean and tidy.
- **Check** the tractor's First Aid Kit is well stocked and an appropriate fire extinguisher is present in case of cabin fire or fire caused by tractor activity.

OPERATION OF THE TRACTOR

- **Prior to starting the tractor**, check that the tractor is in neutral with the park brake engaged.
- **Always** start the machine according to manufacturer's instructions and while seated in the operator's seat.
- Prior to moving the tractor **always double check for children** and bystanders, even if they are not allowed at the worksite.
- Appropriate personal protective equipment (PPE) such as hearing protection should be used.
- **NEVER** allow any person to ride in the bucket of a tractor.
- It is recommended that there is another trained person nearby who is able to assist you in the event of an emergency – if this is not practicable, *refer to [Lone and Remote Worker Guide](#).*



emergencyplus

Save the app that could save your life.

EMERGENCY CONTACTS

In case of emergency, **CALL 000** or your local emergency service provider, then call your manager or supervisor.

POLICE

AMBULANCE

FIRE

POISONS 13 11 26
Poisons Information Centre

Some people might have worked on a farm before, but...

- Have they worked on your farm?
- Do they know how you run your business?

OTHER RESOURCES

- Are you aware of your legislative responsibilities? Legislation may differ from state to state and it is your responsibility to be aware of what is required by law.
- Safe Tractor Operation
- Machinery Guarding Guide

- Clothing, hair, jewellery and limbs can become entangled in moving parts of the tractor. **Ensure** clothing is not loose and that hair is tied back.
- **Only** operate when appropriate guards are in place.
- Wear seatbelts.
- **Ensure** you drive at a condition appropriate speed – such as when working across variable terrain and soil types.
- **DO NOT** drive tractors on unstable ground.
- **Watch out** for powerlines when towing machinery.
- Put a protocol in place that acts as an audible alert signal (ie Beep 3 times) prior to moving the tractor and make sure workers, family members and visitors are aware of the signal's meaning.

POST – OPERATION OF THE TRACTOR

- **Lower** the hydraulics and any attachments (eg bucket or forks) when not in use.
- **Disengage** the PTO if applicable.
- Park the tractor on even ground with the **parking brake on**.
- **NEVER** attempt to dismount the tractor while it is still moving and **always** maintain 3-point contact when dismounting.

REGULAR REPAIR AND MAINTENANCE

- Undertake regular inspections, completing necessary **repairs and**

maintenance for all tractors as needed. Add servicing and repair information to the Tractor Service Manual.

- **If** jacking up the tractor to change tyres or work underneath the machine, ensure adequate safety measures are in place.
- **Always** ensure the tractor is shut down before beginning any maintenance, including refueling.
- **NEVER** leave tractors attached to towed implements via the PTO shaft when doing maintenance, for example, unblocking an auger.

OTHER RISKS

- Tractors used on roads must comply with road transport legislation. Drivers must hold the appropriate license, this may differ between states or relating to international driving licenses. **Remember to share the road** and be aware of other drivers.
- **Be aware** of potential changes to the 'Centre of gravity' of the tractor and movement unpredictability caused by changes in terrain and general instability if you are the tractor operator. **DO NOT** overload the tractor or drive across steep slopes.
- Some activities such as slashing and harvesting increase the **risk of fire** – **ensure** all staff are adequately trained in emergency management procedures.
- **Manage fatigue** - time limits should be in place for tractor operators, especially during busy times such as sowing or harvest.

Comments / Suggestions

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Toolbox Talks

OPERATION NAME: MEETING LEADER:

LOCATION: DATE:

PARTICIPANTS

1. NAME: 4. NAME:

SIGNATURE: SIGNATURE:

2. NAME: 5. NAME:

SIGNATURE: SIGNATURE:

3. NAME: 6. NAME:

SIGNATURE: SIGNATURE:



Australian Government
Department of Agriculture,
Water and the Environment

This project is supported by the **Department of Agriculture, Water and the Environment**, through funding from the Australian Government's National Farm Safety Education Fund.