integrated safety Standard Operating Practices

|  |
| --- |
| General Information |
| SOP number | Written by: |
| Date effective: 16 03 14 | Last modified: 29 05 15 |
| Job task: Combine Operation – Transport and Field |
| Location: Roadways and Fields | No of employees performing job: 1  |

|  |
| --- |
| Responsibilities(Who is responsible for each aspect of the job) |
| Position | Duties |
| Employer | Is responsible to provide instruction, safe equipment and supervision to the workers to have a safe working environment. Conduct a risk assessment that the confined space is safe to enter. |
| Worker | To follow the instruction of the employer and use the proper equipment, be aware of and share hazard information with fellow workers and your employer. |

|  |
| --- |
| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) |
| Job Task | Hazards |
| **Pre-travel inspection.** Walk around machine to check for obstructions, animals or people. Mount the combine using 3-point contact method. Proceed to start the combine. Ensure all lights, signals, and SMV sign are functional on both the combine and header with the assistance of a spotter.  | Falling, tripping, dust, heat and sun exposure. |
| **Transport combine and header to field**. Ensure the roads to the field have enough clearance to allow for the combine height and width, past signs and bridges as well as under power and telephone lines. Check to make sure the roads are in suitable condition for the weight of the machine. Be sure to use hazard lights and SMV sign. While on the road you must be well aware of vehicles that are on the road.  | Rollover, collisions with vehicles and obstacles, poor visibility, poor road conditions. |

|  |  |
| --- | --- |
| **Beginning threshing operations.** Once you enter the field turn off hazard lights and bring combine down to low idle. Shut down the combine and lockout hydraulics and engine. Dismount the combine using the 3 point contact. Do a quick inspection of all belts, hydraulic connections, and PTO connections. Replace all shielding properly. Re-mount the combine using 3 point contact. Ensure everyone is clear of the combine and restart the engine. When ready engage the threshing clutch and the header. Begin threshing crop while keeping an eye on combine diagnostics. Set the combine to the most efficient settings. | Dust and straw, heat and sun exposure, hitting head, pinch points, tripping, hot machinery components (possible fire if chaff/dust accumulates on exhaust system). |
| **If the intake begins to plug.** Immediately disengage the threshing clutch. This will disengage the entire thresher. Bring the combine engine to low idle. Engage the threshing clutch to see if the plug will push through. If it does not push through the combine you may have to reverse the feeder depending on where the plug is. If the plug has not been removed by this point shut off the combine and lockout the engine and hydraulics. Open up the side panels and the port holes in the bulkhead and remove the plug by hand. Put shields and port plugs back on. Mount the combine using the 3 point contact. Start the combine and engage the threshing clutch. | Smoking and smoldering belts, pinch points, getting clothing caught in pulleys or on fittings, dust and straw, heat and sun exposure, hitting your head, tripping, hot machinery components. |
| **Unloading the combine.** The combine must be unloaded by the grain cart often to allow threshing to continue efficiently. To do this start by putting the unload auger out. Then let the grain cart pull underneath and sync the speeds and direction of both machines. Turn the auger on and continue to travel along the swath. Once the hopper is empty shut off the auger, let the grain cart pull away, and bring the auger back into its place. | Collisions between the grain cart and combine, poor visibility from dust. |

|  |
| --- |
| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE)**.**  |
| Employees must use appropriate personal protective equipment such as high visibility clothing, steel toed boots, gloves, safety glasses, and dust masks. |
| Proper training for employees Use hydraulic lockout if available on combine when needed  |
| During harvest the hours are long. Ensure that operators get enough breaks, food, and hydration throughout the day.  |
| Proper communications in place where needed including but not limited to hand signals, cell phones, and CB radios. Also be sure to keep hazard labels in place on machines |

|  |
| --- |
| Skill Level / Training Required to Perform the Job(List training requirements) |
| Employees must be properly trained and be able to repeat instructions verbally, demonstrate task in a controlled manner, and have performance reviews. |
| Employees must hold a valid driver’s license  |
| Review operating manuals |
| If task has not been done in the last 6 months a review of isSOP’s and operating manuals is required |

|  |
| --- |
| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Employees and supervisors must have a working form of communication at all times |
| Pre-inspection checks and maintenance logs must be kept up to date. |
| Regular communication should be scheduled between supervisor and employee performing task |

|  |
| --- |
| Emergency Procedures(Consider how the worker will intiate an emergency response) |
| All injuries and emergencies must be reported to the appropriate emergency personnel as well as supervisor and employer as posted on the emergency contact card in the machine. |
| In the event of an emergency workers are not to put themselves into unnecessary risk |
| When leaving cab of combine to check for problems or to fix problems, be sure to make other co-workers in the field aware of what you’re doing. |

|  |
| --- |
| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Field should be harvested in a safe and timely manner while maximizing efficiency of the combine |
| Equipment should not be used in a manner beyond its intended use. |
| Should there be damage incurred to the combine it should be properly fixed in a safe and timely manner. |