integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 21 03 14 | Last modified: |
| Job task: Routine maintenance check (tractor) | |
| Location: Main workshop | No of employees performing job: 1 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Worker maintaining equipment | Understand and follow established procedures. Report unsafe situations to the farm owner or manager. |
| Farm manager | Ensure worker is working safely and discuss current safety issues as required |
| Farm Owner | Provide manager and employee with resources, training and supervision in order to create a safe workplace. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Remove key from ignition switch and keep it in your possession |  |
| Checking oil and lubricant levels / visually check for leaks. | Overhead obstacles, burns if engine has been running. Contamination of oil from dirt falling in. |
| Adding oil and lube. Clean filler area to avoid contamination. | Spills, Slipping on oil, skin hazard |
| Cleaning windows | Fall from heights |
| Cleaning radiator | Dust, flying debris, loud noises, high air pressure |
| Visual check of tires |  |
| Visual check to verify that guards and shields are securely in place |  |

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| Verify that all working and warning lights are operational. If not burnt bulbs must be replaced | Slipping falling from equipment |
| Visual check for damaged or missing components, including: fire extinguisher, first aid kit, safety chains, locking snap pins, etc. |  |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |
| Safety footwear, eye protection and hand protection (as required) |
| Stable ladder for accessing raised areas |
| Labelling of lubricants and products that may be required for service and maintenance |
| Operator maintaining control of the ignition key |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| On the job training from employer. |
| Valid driver’s license. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| List of phone numbers including the employer and Police/fire/ambulance is posted directly above the phone in the shop. |
| Employee and employer are provided with cell phones to maintain contact |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| If an unusual situation arises immediately contact Ashton for further directions. |
| If the situation appears critical, call 911 and provide details. Attempt to remove yourself and others if present from the immediate hazard(s). |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Equipment will be routinely maintained so that it will perform during its work time without breakdown or failure. |
| No one will be exposed to uncontrolled hazards or risk of injury. |