



Safe Work Practice (SWP)

Name of Task: Tractor-Ride on Mower	
Department/Unit: Maintenance, Custodial	
Personal Protective Equipment or other required equipment or other safety considerations: CSA Approved Safety Footwear, eye and hearing protection and long pants required. The operator must wear a safety vest or safety jacket when operating the tractor/mower. Approved dust mask required for some jobs, work gloves. No loose fitting clothing.	
Hazards: As listed in Tractor/mower operator and safety manual. Pedestrian and vehicle traffic in work area. Slippery or unstable conditions. Hearing injury due to equipment noise and back injury due to bumpy conditions.	
Required Training	Training must be provided on proper operation of the equipment.
Steps to be taken to complete task safely:	
1	Pre-operational Safety Checks As per operators manual, Check fuels and oils, tire pressure, lights, shields and guards and ensure window is clean (if applicable).
2	Inspect required personal protective equipment and replace as required.
3	Put on all required personal protective equipment.
4	Inspect any attachments that are to be connected to the tractor to ensure they are in proper working condition and are properly attached prior to use.
5	Follow operator's manual when attaching or detaching PTO items to/from the tractor.
6	Ensure there are no objects near tractor/mower that could cause damage or injuries to others when you start tractor.
7	Enter/mount tractor/mower while being conscious of potential slip hazards.
8	When fueling the tractor caution must be taken to avoid the risk of fire/explosion. Smoking is prohibited.
9	Start tractor/mower as per instructions in operators manual.
10	Travel to worksite carefully while always being aware of pedestrian and vehicle traffic.
11	When working on uneven terrain ensure caution is taken to avoid the risk of tip over.
12	When the job is complete bring all tools and equipment back to their designated location.
13	If any damage or breakdowns occur, report to your supervisor immediately.
14	Prior to working on any attachments (Snow blower, sander, etc.) the power take-off must be disconnected. This includes unclogging a chute, clearing debris, etc.
15	Prohibited Activities <ul style="list-style-type: none">• Do not carry loads, or use the equipment for an activity other than its intended purpose.• Do not travel on unstable or soft edges of hills or excavation areas.• Do not leave tractor/mower unattended while running.• Only one person on tractor at a time.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

16	If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lockout procedure. Report any hazardous situation to your instructor/supervisor immediately.
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date: ROM Committee	Approved by: Kris Kierstead, Facilities & Ancillary Services
Last Reviewed / Revised by and Date: December 4, 2017	Note: This task will be monitored periodically to ensure compliance and effectiveness.