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Maintenance - No.46 Tractor Maintenance (List additional hazards, risks and controls particular to your school using the blank template no.55)

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| Hazards | Is the hazard present? Y/N | What is the risk? | Risk rating  H = High  M = Medium L = Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| General tractor maintenance |  | Injury due to inadequate maintenance | H | The tractor is maintained and serviced as per the manufacturer’s instructions and a record of the service is kept by the Principal |  |  |  |  |
| H | A pre-start check list must be completed by the driver once per day before use |
| H | The driver must conduct an inspection of the tractor and ancillary machinery, to  ensure that all lights, horn, brakes, mirrors, warning devices and control devices are in place and are working correctly. The  driver must check the machine for fuel and check tyres and wheels are in a satisfactory condition |
| General tractor maintenance |  | Injury to person using tractor due to incorrect or insufficient  repair work being completed | H | Repair work is only carried out by a competent mechanic |  |  |  |  |
| Collision with other vehicles |  | Injury due to collision with stationary objects or moving vehicles | H | Tractor driven by trained and experienced employees only. New drivers must attend Driver Awareness Training course delivered by a recognised training company |  |  |  |  |
| Noise |  | Hearing damage | M | The tractor cab provided is well maintained and doors kept closed while the tractor is in use |  |  |  |  |
| M | Hearing protection is worn when driving the tractor |
| Entanglement |  | Loss of limbs or death due to entanglement in moving parts | H | Ensure all guarding is in place. The tractor  is stopped and power cut and key removed from ignition when clearing blockages of any type |  |  |  |  |
| Collision |  | Severe injuries on foot of collision or overturning of tractor | H | When in operation the door of the cab is closed and if present a seat belt worn |  |  |  |  |

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| Loss of control of tractor due to interference with control mechanisms |  | Injuries from collision arising from lack of control of vehicle | H | The floor of the cab is kept clean and free from materials so that the pedals can be easily accessed and function properly |  |  |  |  |
| Collision with vehicles or pedestrians |  | Severe injuries on foot of collision or overturning of tractor | H | An exclusion zone should be in operation in any area in which a tractor is operational |  |  |  |  |
| H | Adequate supervision must be provided to ensure pedestrians/students are not sharing the same area |
| Faulty/defective equipment |  | Injury/ Illness | H | Any faults found are reported to the Principal immediately |  |  |  |  |
| Collision with other vehicles |  | Collision with other vehicles | H | The tractor is driven slowly and with great care at all times |  |  |  |  |
| Falls from height |  | Severe injuries arising from use of unsuitable elevated work platform | H | The tractors or its frontend loader is never used as an elevated work platform (for raising persons to a height) |  |  |  |  |
| Passengers riding on tractor/sweeper |  | Loss of limbs or death due to entanglement in moving parts | H | Employees are forbidden from carrying any passengers or being passengers on the tractor |  |  |  |  |
| Collision with or entrapment by vehicle |  | Risk of brake failing and vehicle moving and either trapping or rolling over an individual | H | When parking the tractor the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface. All front end loaders or transport boxes must be lowered to rest on the ground |  |  |  |  |
| Collision with other vehicles |  | Injury due to collision | H | A second person standing in a safe position with a good overall view must direct the driver if the drivers view is unsighted, particularly during reversing operations |  |  |  |  |

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| Collision with or entrapment by vehicle |  | Risk of brake failing and vehicle moving and either trapping or rolling over an individual | H | The tractor is not left running or with the forks or bucket raised whilst unattended |  |  |  |  |
| Reduced vision when driving |  | Injury due to collision | H | When driving around blind corners the driver slows to an appropriate speed to allow for sudden stopping and sounds the horn. Where vision is restricted at corners mirrors should be strategically placed to aid visibility |  |  |  |  |
| Lack of attention or focus when driving |  | Collision with other vehicles | H | A mobile phone must not be used while driving |  |  |  |  |
| Electrocution |  | Death or serious electrical shock which may result in serious injury | H | The tractor is not driven under high voltage power lines unless the bucket/forks are lowered |  |  |  |  |
| Entanglement in PTO Shaft |  | Death or Loss of limbs as a result of entanglement in PTO | H | When attaching any machinery using a power take off (PTO) shaft the driver  ensures all guards are in place. The shaft is not to be used without complete guards or with damaged guards |  |  |  |  |
| H | The PTO chain must be anchored to prevent rotation of the PTO guard |
| H | The U guard and O guards are in good condition |
| H | The PTO is turned off before exiting the vehicle cab whenever possible |

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| Entanglement in PTO Shaft |  | Death or Loss of limbs as a result of entanglement in PTO | H | Before starting a PTO the driver makes sure that there is nobody in close proximity to the shaft |  |  |  |  |
| H | Persons never step or lean over a running shaft even if guarded |
| H | The shaft is turned off when clearing blockages in any machinery |
| Contact with diesel during refuelling |  | Dermatitis | H | Gloves are worn when refuelling |  |  |  |  |
| Whole body vibration |  | Ill health due to WBV - whole body vibration | H | Tractor used for time periods as specified by the manufacturer to ensure whole body vibration is minimised |  |  |  |  |
| Flying debris or objects |  | Cuts/ amputations/ lacerations from debris ejected from blades | H | When grass cutting, the ground ahead must be checked for objects that could be caught in blades or ejected from blades |  |  |  |  |
| Loose clothing or dress ties |  | Serious injury,e,g, loss of limb | H | No loose clothing should be worn when operating the tractor |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / / © All Rights Reserved