

Maintenance - No.37 Tractor Maintenance (List additional hazards, risks and controls particular to your school using the blank template no.69)

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 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/pupils are not sharing the same area				
Faulty/defective equipment			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 WBF - 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				

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: / /