

Hazard identification and control checklist



Tractor

October 2009

If you are selling used plant, you must meet the 'supplier' duties under the *Occupational Health and Safety Act 2004*. This means that prior to selling, you need to ensure the plant is safe to use and is sold with adequate safe use information to the purchaser.

If the plant is not safe to use, or if it's missing adequate information for safe use, you must advise the purchaser of this in writing when you sell it. Refer to the *Information for suppliers of used agricultural plant at clearing sales*, document for more information on your duties.

The following checklist can help you decide if your plant is safe to use or not. This hazard identification can be done by you, or any other competent person—eg a farm machinery dealer.

Tractor manufacturer:

Model:

Serial number:

Odometer/hrs reading:

Machinery/equipment hazard review	Yes	No	Specify hazard control and date actioned/rectified	✓ Fixed
Paperwork <ul style="list-style-type: none">• Manufacturer's operator manual provided?• Manufacturer specifications and maintenance schedule provided?• Maintenance and service records showing regular inspection and maintenance?• Written information about other known hazards?				
Access <ul style="list-style-type: none">• Operator access steps and handrails in good condition and securely mounted?				
Guarding <ul style="list-style-type: none">• Tractor safety guards in place and in good condition? (ensure all machinery moving parts have guards in place)• Power Take Off (PTO) master guard in place, functional and undamaged?• PTO shaft guard fitted and fixed to prevent rotation?• Checked PTO attachments for loose, missing or broken pins, bolts, lynch pins, R-clips, and replaced as necessary?				



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Machinery/equipment hazard review	Yes	No	Specify hazard control and date actioned	✓ Fixed
<p>Wheels</p> <ul style="list-style-type: none"> • Quick adjustable wheel setting devices correctly tensioned as per manufacturer's operator manual? • Wheel nuts tensioned in accordance with manufacturer's maintenance manual? 				
<p>Brakes</p> <ul style="list-style-type: none"> • Tractor brakes, including hand brake, functioning correctly? • Mechanical linkage brakes (turning brakes) - rotation dual pedals separated? • Both pedals travel the same distance when each pedal is depressed? (check manufacturer operating manual for specifications) • Dual pedals re-connected after check? 				
<p>Tyres</p> <ul style="list-style-type: none"> • Tyres to be checked are cold and valves at the 12 o'clock position before taking reading? (note: if liquid ballast has been added to the tyre, any pressure reading taken with the valve away from the 12 o'clock position will be affected) • Tyre pressure as per operator manual? (check with good quality gauge) • Tyres are roadworthy, have adequate tread depth in accordance with manufacturer's specifications? 				



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<p>Fluid levels</p> <p>Note: Check all levels as per the manufacturer's specifications:</p> <ul style="list-style-type: none"> • all fluid levels (tractor and any attachment) as recommended in the operator manual • transmission fluid • engine oil • battery fluid • brake fluid • fuel tank filled • hydraulic oil level on three-point linkage or Front End Loader (FEL) (refer to operator's manual for ram/cylinder position) • oil reservoir level on loader (if supply is separate from tractor). 				
<p>Exhaust</p> <p>Check the condition of the exhaust:</p> <ul style="list-style-type: none"> • holes and corrosion – Note: any holes in the exhaust should cause the exhaust to be replaced • excessive noise • looseness • spark-arrestor fitted. 				
<p>Signals</p> <p>Check and replace all non-functional elements:</p> <ul style="list-style-type: none"> • lights (field, head and tail, external warning lights) • horn • indicators • all gauges and lights in the cabin operate correctly when the tractor is running (refer to operator manual). 				



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Battery <ul style="list-style-type: none"> • Battery terminals – for corrosion and tightness • Electrolyte levels • Damaged casing. 				
Lever controls <ul style="list-style-type: none"> • Check operator lever controls are clearly identified and marked to indicate their nature and function. • Check for any damage to knobs or levers and repair before plant use. 				
Air filter <ul style="list-style-type: none"> • In accordance with the manufacturer's specifications check, clean and replace regularly. 				
Roll Over Protective Structure (ROPS), Falling Object Protective Structure (FOPS) (If a cabin is provided, check it is compliant) <ul style="list-style-type: none"> • Tractor is fitted with ROPS/FOPS that conforms with AS 1636:1996 <i>Tractors - Roll over protective structure - criteria and tests</i> for roll over and AS2294.1:1997 <i>Earthmoving machinery - Protective structures</i> for falling objects, and has a confirming specification plate. • ROPS/FOPS is in good condition and undamaged (no holes drilled, etc) and all bolts are securely fastened. • No loose, worn, corroded or missing bolts. 				
Hydraulic hoses Check hoses are not leaking or worn by doing the following: <ul style="list-style-type: none"> • Turn off tractor, wipe all hose and fitting surfaces with a clean rag. Wear eye protection, gloves, and close fitted clothing. • Restart tractor and cycle all the hydraulics until the oil reaches operating temperature. • Lower attachments to the ground, turn off engine and check that all cleaned areas show no signs of dampness (DO NOT place hands around hoses or connections when the system is under pressure). 				



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Seat and seatbelt <ul style="list-style-type: none"> • Seatbelt provided and in good working order • Seat in good condition, provides good lumbar support and able to be adjusted for individual needs. 				
Notes:				

