

Equipment and machine safety checklist

Date _____ Location _____

Firm/employer _____

Farms and ranches contain many potential hazards — objects, locations, or conditions — that may expose a person to the risk of injury or occupational disease. Identifying and controlling the hazards on your farm or ranch will help keep you and your workers safe from injury.

You can use the following safety checklist to prevent injuries while operating or maintaining farming and ranching equipment.

Your responsibilities as an employer:

- Have a copy of the machine or equipment operator's manual available for your workers to read and ensure they have read and understood it.
- Ensure workers who operate mobile equipment are properly trained and competent.
- Ask yourself: Have you provided adequate instruction and information to your workers on how to properly operate the equipment or machine?
- Ensure all machines or equipment are in good working condition and ready for operation.
- Ensure all machine shields and guards are in good condition and safety labels are on the equipment.
- Maintain your equipment as per the manufacturers instructions (i.e., clutch, brakes, steering).
- Ensure all equipment has a roll-over protective structure (roll bar).
- Confirm equipment brakes are working well in both directions (forward and reverse).
- Confirm all equipment requiring seatbelts have one in good working order.
- Check that the machine has guards where moving parts could injure workers.
- Ensure lock-out procedures are clearly posted and followed.

Your responsibilities as a worker:

Personal protective equipment (PPE)

- Wear proper foot protection.
- Wear eye and hearing protection.
- Regularly apply sunscreen in accordance with instructions, or wear sun-protective clothing.
- Ensure all clothing is close-fitting, and secure long hair with a hat or some other means.

Pre-operational safety checks

- Locate and ensure you're familiar with all machine or equipment operations, controls, and lock-out procedures.
- Ensure all equipment or machine shields and guards are fitted, secure, and functional. (If any machine parts are missing or in need of repair, do not operate the equipment.)
- Read the operator's manual and review the safety labels attached to the equipment before installing or using power take-off equipment (PTO). (If labels on equipment are missing, affix new labels before using it.)
- Use only implements that meet the specifications listed in the machine operator's manual.
- Keep records of your pre-operational checks.
- Ensure someone knows where you are, what you will be doing, and when to expect you back.

Operational safety checks

- Ensure your roll-over protective structure (roll bar) on the machine is in the up position.
- When operating machines, fasten your seatbelt before you move the equipment.
- Operate the machinery using a lower speed, unless the operator's manual specifically states that it's safe to use the higher speed.
- Keep all bystanders away from powered equipment and machines.
- Assess the machinery by walking around the operating equipment.

Ending operations and cleaning up

- Ensure you shut down, disengage any powered equipment, and shut off the machine engine once you're done work. Remember to remove and take the keys with you before leave.
- Keep warning labels clean and free from obstructing material. Replace damaged or missing labels with new labels available from the equipment supplier.
- Wait until all moving components have completely stopped before getting off equipment or connecting, disconnecting, adjusting, cleaning, or servicing any powered equipment.
- Keep the work area safe, clean, and tidy.

Making a commitment to health and safety is one of the best ways to protect you and those around you when working on a farm or ranch. To learn more about health and safety, and how to identify hazards and to assess risks, visit worksafebc.com/agriculture.

FARSHA offers materials, on-site consultations, and a tractor operator safety course. For further information, contact your regional FARSHA safety consultant, phone 1.877.533.1789, or visit FARSHA's website at farsha.bc.ca.