Operation of Tractor and Lawn Equipment

1. Tractor and Lawn Equipment

   a. All OPF personnel shall be trained on each piece of equipment before they are allowed to use that equipment. Training shall be documented by the Supervisor. Training shall be by qualified personnel only. New operators will be under the supervision of a trainer until they are fully qualified.

   b. Always read and follow the owner’s manual as to the correct use of equipment. Only use equipment for the purpose it was intended.

   c. Always inspect equipment before use. Look for loose or broken parts that could fly off during operation and be sure that all safety features are installed properly and are operational. Do not use equipment if safety features are missing. Notify your Supervisor of any discrepancies. Check all fluids prior to starting equipment.

   d. Never take safety equipment (i.e. roll bars and guards, etc.) off the grounds equipment. Always make sure that all guards are in the appropriate safety position.

   e. Always use eye and ear protection when using equipment where such use is required. When working in dusty conditions or spraying fertilizer and pesticides wear appropriate Personal Protective Equipment (PPE).

   f. Always operate tractors and riding equipment at speeds that will not encourage tip-over or loss of control. Never operate tractors or riding equipment in areas (such as steep banks), that you have not been properly trained for.

   g. Obey traffic regulations when operating riding equipment on roads. Remember to use hand signals when changing lanes or directions. All tractors/mowers operated on public roadways will have “SLOW MOVING VEHICLE” symbols displayed properly.

   h. When fueling equipment, be careful to always let engines cool and use proper procedures to fill tanks so as not to spill fuel or cause fires. Never refuel equipment on grass areas, if at all possible.

   i. Always store fuels in proper safety containers and fire resistant lockers. Check stenciling on fuel cans to be sure you are putting proper fuel in the right equipment.
j. Never fill fuel containers while on a vehicle. Always fill cans while standing on the ground.

k. Never allow riders on a tractor or participate in “horseplay”.

l. Keep the public away from the area where lawn equipment is in operation.

m. Always operate mowers with discharge chutes (with guards) facing away from pedestrians and vehicles. It is best to stop operation when pedestrians or vehicles are in close enough proximity to be hit by cuttings or debris discharged through guarded chutes.

n. Before beginning mower operations, check the area to be mowed for trash or objects and remove these prior to mowing.

o. Listen carefully for unusual noises or handling differences in your tractor. Stop your tractor and notify the Supervisor if you are not certain your tractor is in proper working condition.

p. Monitor all gauges where applicable.

q. Notify your Supervisor of all repairs that are made by qualified mechanics. Do not attempt to make your own repairs.

r. Clean and inspect your tractor at the end of the work day. Notify your Supervisor if all is not as it should be.

s. Notify your Supervisor if you experienced any difficulties or differences during the day.

t. When replenishing fuel cans, ensure that you use the proper gas or gas mixtures, as it is stenciled on the gas can.

2. Maintenance/Inspection Schedule

a. Every six (6) months a maintenance/inspection shall be made to ensure, at a minimum, the following is checked:

   a. The equipment is properly lubricated and all fluid levels and tire air pressures are correct,
   b. There is no damage to the blades and/or drive belts,
   c. All safety features are in place and operating,
   d. A visual inspection is made for other normal wear and tear items.