

BHA Procedure: TRACTOR ORIENTATION & USE

DATE APPROVED: Jan 9 2023

Applicability

This procedure details the guidelines when using the tractor and the steps for a BHA member to be orientated to the tractor and associated equipment/implements (e.g. harrows). Of note, BHA insurance does not require specific orientation requirements however best practices guided by the Canadian Agriculture Safety Association (CASA) have been outlined in this procedure.

Procedure

- 1) Tractor orientation includes:
 - a) Review of the BHA Tractor Use Policy and this procedure.
 - b) Completion of the [Canadian Agriculture Safety Association: CASA Tractor & Farm Machinery](#) online course.
 - The course will discuss Tractor Safety on a farm and provide some awareness training to help ensure that tractor operators understand the fundamentals of equipment operation in a safe manner.
 - Course cost will be reimbursed by BHA.
 - c) Review the [Canadian Agriculture Safety Association: TRACTOR PRE-USE INSPECTION CHECKLIST](#)
 - d) Review associated reference materials and completion of a ground orientation with another BHA tractor operator to tractor equipment/implements, harrowing practices and materials movement.
 - e) Completion of the [Canadian Agriculture Safety Association: TRACTOR OPERATOR SKILLS AND COMPETENCY CHECKLIST](#) with another BHA tractor operator.
 - Completed form will be given to BHA Board of Directors via email or hard copy.
 - BHA Director responsible will review, sign, record and file accordingly.
- 2) Tractor use
 - a) Tractor Operators will:
 - i) Complete a pre-use inspection prior to each use of tractor (documentation not required).
 - ii) Complete information in log sheet after each use.
 - iii) Use the equipment in a safe, responsible and respectful manner.
 - iv) Return tractor, equipment/implements and keys in designated locations after use.
 - v) Immediately advise the BHA Director responsible of any known concerns or issues with tractor and its equipment/implements.
 - b) Tractor shall be used within the barn areas, arenas/rings, driveways, parking lots and trail/paths only.

Supporting Documents

- 1) Related BHA Policy
 - a) Tractor Use Policy
- 2) Related Forms
 - a) CASA Tractor Pre-use Inspection Checklist
 - b) CASA Tractor Operator Skills and Competency Checklist
 - c) BHA Tractor Use Log Sheet

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Review Schedule

Procedure Adopted:	Jan 9 2023
Procedure Owner:	Maintenance Director
Next Review Scheduled:	Feb 2024

Version History

Date	Version Number	Details
Jan 9 2023	1.0	Initial Approval