



### TALK LEADER INSTRUCTIONS

This is background information ONLY. Be sure to customize your talk to your operation and facilities.

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

### WORK ACTIVITY

A visual “circle check” or pre-operational inspection of equipment prior to every use will reduce the chance of equipment being operated in an unsafe condition. This makes it easier to spot and deal with maintenance issues early before they turn into a problem causing downtime, equipment damage or expensive repairs. Unsafe machinery can also cause injury to the operator or other workers and damage to facilities or product.

### BACKGROUND

The Operator’s Manual and maintenance records for each piece of equipment is readily available to check on the need for oil and filter changes, greasing, seal replacement and so on. Ensure maintenance records are checked regularly and performed as scheduled or needed. Manuals and maintenance records for our equipment are kept:

\_\_\_\_\_.

### Key Points

#### We have Standard Operating Practices for each piece of equipment on our farm.

If you don’t remember them, review them—you can find them:

\_\_\_\_\_.

Before operating any piece of equipment, begin with a visual check of the work area. Is it level and clear of obstructions and overhead wires? Is there any evidence of fluid leaks? Are there other people in the area?

Walk around the vehicle noting any wear or damage to tires, hoses, forks, attachments, chains, reels, hold-downs, guards and so forth. Are there any loose or missing parts? Frayed or worn belts?

Before starting the vehicle, check the fluid levels including fuel, coolant, engine oil, hydraulic oil and windshield wiper fluid.

The battery condition should be charged and free of corrosion on terminals.

Are the tires in good condition and properly inflated? Check for leakage from the valve stem. Are all the lug nuts on the wheels tightly in place?

Ensure the rollover protective system (ROPS) is in good condition and in the upright position if the retractable type.

Is the Slow Moving Vehicle (SMV) sign in good condition and placed approximately 1.5 m above ground at the rear of the vehicle or implement?

Next, go onto the operator’s platform. If this requires steps, a ladder or rails, ensure they are secure, in good condition and clear of dirt or debris.

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## CAUTION

A pre-operational inspection of equipment is NOT the same as training to operate the equipment. Do not operate or work with equipment unless you have been properly trained to do so.

## EMERGENCY PROCEDURES / CONTACTS

If any engine warning lights come on, stop the vehicle, turn it off, and call me / your supervisor.

In case of incident or injury, call 911 or local emergency services, then me / your supervisor.

## MORE RESOURCES

*Health & Safety Guidelines for New and Experienced Tractor Operators*, by Workplace Safety & Prevention Services, available at <http://www.farmsafety.ca/public/manuals/manual-tractor%20operators.pdf>.

Be seated and adjust the seat so you can easily reach all controls and see all gauges and indicator lights, then put on the seatbelt.

Ensure the windows and mirrors are clean and not cracked so as to provide the operator clear visibility on all sides.

Start the machine and check that all gauges are operational and that the lights, flashers, horn, and windshield wipers work.

Move the vehicle a short distance to test the responsiveness of the steering and brakes.

Check to ensure there is a fire extinguisher, first aid kit, and any tools or supplies that you will need to perform your task.

Check that the communication system, such as CB or two-way radio, is operational. If using a cell phone, make sure to keep it on your person.

Don't leave it in the tractor.

NEVER permit riders on tractors or other machinery.

If any of the above is not in order, note it in the pre-op inspection logbook and tell me / your supervisor so it can be repaired immediately.

## COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

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Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_



CanadaFarmSafe  
SécuriFermeCanada

This Producer Tool was developed by the Canadian Agricultural Safety Association (CASA). Conducting regular Toolbox Talks, or safety meetings, with farm workers is one component of establishing a comprehensive farm safety plan as outlined in the Canada FarmSafe Plan, CASA's business-risk management tool for health and safety on the farm. To download the core Canada FarmSafe Plan, visit [www.casa-acsa.ca/CanadaFarmSafePlan](http://www.casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.

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