**Tractor Operation in an Agricultural Setting**

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[Name of Farm]

**Disclaimer:**  The following Tractor Operation written program is provided only as a template guide to assist employers and employees in complying with the requirements of 29 CFR 1928.51. It is not intended to supersede the requirements of the standard. An employer should review the standard for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their business. An employer will need to add information relevant to their particular facilities in order to develop an effective, comprehensive program.

**TRACTOR OPERATION WRITTEN PROGRAM**

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[Name of Farm]

**I. PURPOSE**

This program will help to reduce the incidence of fatal or serious fall, struck-by, caught in-between, and rollover hazards during tractor operation, servicing and maintenance. The purpose of this written Tractor Operation program is to ensure that employers and employees know about how to protect themselves from these injuries. The program ensures that:

A. All tractors on the farm are properly equipped with a Rollover Protection System (ROPS) (rollover bar and seatbelt).

B. All tractors on the farm have proper signage, lights and sizes if being driven on public highways.

C. Maintenance of tractors is performed under clear protocols for injury prevention.

D. Employees are trained in safe tractor operating procedures.

E. Identifies by job title who has the responsibility for maintaining the program, updating equipment inventory inspections, conduct training, etc.

Note: A copy of this program will be made available to any employee upon request.

**II. AUTHORITY AND REFERENCE**

Occupational Safety and Health Administration (OSHA) 29 CFR 1928.51

New York Vehicle and Traffic Law 375-36 (b)

**III. DEFINITIONS**

1928.51(a)

"Agricultural tractor" means a two or four-wheel drive type vehicle, or track vehicle, of more than 20 engine horsepower, designed to furnish the power to pull, carry, propel, or drive implements that are designed for agriculture. All self-propelled implements are excluded.

"Low profile tractor" means a wheeled tractor possessing the following characteristics:

The front wheel spacing is equal to the rear wheel spacing, as measured from the centerline of each right wheel to the centerline of the corresponding left wheel; the clearance from the bottom of the tractor chassis to the ground does not exceed 18 inches; the highest point of the hood does not exceed 60 inches; and the tractor is designed so that the operator straddles the transmission when seated.

"Tractor weight" includes the protective frame or enclosure, all fuels, and other components required for normal use of the tractor. Ballast shall be added as necessary to achieve a minimum total weight of 110 lb. (50.0 kg.) per maximum power take-off horse power at the rated engine speed or the maximum, gross vehicle weight specified by the manufacturer, whichever is the greatest. Front end weight shall be at least 25 percent of the tractor test weight. In case power take-off horsepower is not available, 95 percent of net engine flywheel horsepower shall be used.

**IV. APPLICATION**

This program applies to the use of any tractor which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

**V. RESPONSIBILITY FOR COMPLIANCE**

1. The administration of this program will be the responsibility of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

(person/position designated)

The administrative responsibilities of this individual/position will include:

1. Identification of the employees to be included in the Tractor Operation program.

2. Inspection and maintenance of all tractor ROPs equipment maintained to the original manufacturers’ standards.

3. Coordination and supervision of employee training.

4. Coordination and supervision of the facility's Tractor Operation program.

5. Coordination and supervision of required recordkeeping.

6. Periodic evaluation of the overall program.

B. Employees are responsible for following all safe work practices and using proper precautions required by the guidelines in this program.

**VI. ROLL-OVER PROTECTIVE STRUCTURE (ROPS) GUIDELINES**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (person/position designated)

 is responsible for inspecting and evaluating compliance of all tractor ROPS located on the farm. He/she will protect employees from operating tractors without the required ROPS through the installation of a ROPS.

B. General requirements. Agricultural tractors manufactured after October 25, 1976, shall meet the following requirements outlined in 1928.51(b):

1. Roll-over protective structures (ROPS). ROPS shall be provided by the employer for each tractor operated by an employee. Except as provided in ‘Exempted Uses’ paragraph below, a ROPS used on wheel-type tractors shall meet the test and performance requirements of 29 CFR 1928.52, 1928.53, or 1926.1002 as appropriate. A ROPS used on track-type tractors shall meet the test and performance requirements of 29 CFR 1926.1001.

a. ROPS for non-ROPS tractors can be obtained through the ROPS Retrofit Rebate Program. The ROPS Retrofit Rebate Program will rebate up to 70% of the cost for a total of $865. Call 1-877-ROPSR4U (7748), or visit: <https://www.nycamhoutreach.com/ropsr4u/>

2. Seatbelts. Where ROPS are required by this section, the employer shall:

a. Provide each tractor with a seatbelt which meets the requirements of this paragraph;

b. Ensure that each employee tightens the seatbelt sufficiently to confine the employee to the protected area provided by the ROPS.

c. Each seatbelt shall meet the requirements set forth in Society of Automotive Engineer Standard SAE J4C, 1965 Motor Vehicle Seat Belt Assemblies, except:

i. Where a suspended seat is used, the seatbelt shall be fastened to the movable portion of the seat to accommodate a ride motion of the operator.

ii. The seatbelt anchorage shall be capable of withstanding a static

tensile load of 1,000 pounds (453.6 kg) at 45 degrees to the horizontal equally divided between the anchorages. The seat mounting shall be capable of withstanding this load plus a load equal to four times the weight of all applicable seat components applied at 45 degrees to the horizontal in a forward and upward direction. In addition, the seat mounting shall be capable of withstanding a 500 pound (226.8 kg) belt load plus two times the weight of all applicable seat components both applied at 45 degrees to the horizontal in and upward and rearward direction. Floor and seat deformation is acceptable provided there is not structural failure or release of the seat adjusted mechanism or other locking device.

iii. The seatbelt webbing material shall have a resistance to acids, alkalies, mildew, aging, moisture, and sunlight equal to or better than that of untreated polyester fiber.

3. Protection from spillage. Batteries, fuel tanks, oil reservoirs, and coolant systems shall be constructed and located or sealed to assure that spillage will not occur which may come in contact with the operator in the event of an upset.

4. Protection from sharp surfaces. All sharp edges and corners at the operator's station shall be designed to minimize operator injury in the event of an upset.

5. Exempted uses. 1. ROPS and 2. Seatbelts of this section do not apply to the following uses:

a. "Low profile" tractors while they are used in orchards, vineyards or hop yards where the vertical clearance requirements would substantially interfere with normal operations, and while their use is incidental to the work performed therein.

b. "Low profile" tractors while used inside a farm building or greenhouse in which the vertical clearance is insufficient to allow a ROPS equipped tractor to operate, and while their use is incidental to the work performed therein.

c. Tractors while used with mounted equipment which is incompatible with ROPS (e.g. cornpickers, cotton strippers, vegetable pickers and fruit harvesters).

6. Remounting. Where ROPS are removed for any reason, they shall be remounted so as to meet the requirements of this paragraph.

7. Labeling. Each ROPS shall have a label referenced in 29 CFR 1928.51(c), permanently affixed to the structure, which states:

a. Manufacturer's or fabricator's name and address;

b. ROPS model number, if any;

c. Tractor makes, models, or series numbers that the structure is designed to fit; and

d. That the ROPS model was tested in accordance with the requirements of this subpart.

**VII. PUBLIC ROAD TRACTOR OPERATION GUIDELINES**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

is responsible for inspecting and evaluating compliance of all SMV, lights and dimensions for all tractors located on the farm which will be driven on public highways. He/she will protect employees from operating tractors without the required SMV, lights and dimensions through the installation of the required items.

B. Slow-moving vehicle emblem. This emblem, illustrated in 29 CFR 1910.145(d)(10)(fig. J-7) consists of a fluorescent yellow-orange triangle with a dark red reflective border. The yellow-orange fluorescent triangle is a highly visible color for daylight exposure. The reflective border defines the shape of the fluorescent color in daylight and creates a hollow red triangle in the path of motor vehicle headlights at night.

1. NY Vehicle and Traffic Law 375-36 (b)

a. Farm machinery and implements of husbandry and other machinery including road construction and maintenance machinery designed to operate at twenty five miles per hour or less, traveling on a public highway during day or night, whether self-propelled or used in combination, shall each separately display a slow-moving vehicle emblem as developed and designed by the American Society of Engineers.

b. Slow Moving Vehicle Emblem Specifications are defined by Part 68 of the Commissioners’ Rules and Regulations.

c. Limited to vehicles traveling at speeds of 25 mph or less.

d. Should be mounted, point up, perpendicular to the direction of travel, mounted in the center of the vehicle, un-obscured and 2 to 6 feet above the ground, measured at the bottom edge.

e. Should be mechanically fastened (hardware or adhesives), sturdily supported and secured.

f. If the emblem can’t be centered, mount left of center line but not over or beyond the left edge of the vehicle.

g. If the vehicle bearing the Slow Moving Vehicle Emblem is being transported by another vehicle at a speed of greater than 25 mph, the Slow Moving Vehicle Emblem must be covered.

h. The Slow Moving Vehicle Emblem must be kept clean (Visible from all distances 600 feet to 100 feet away – day light / high beams).

i. Illegal to use in any other manner (driveway markers, etc).

j. Note: The use of the Slow Moving Vehicle Emblem shall not replace such warning devices as tail lamps, reflectors, flashing lights warning flags or flares and the Slow Moving Vehicle Emblem shall not be used as a clearance marker for wide loads or equipment.

C. Lighting Requirements on Agricultural Equipment. Agricultural Vehicles and Equipment must be equipped with lamps of the type approved by the NYS Vehicle and Traffic Law which are lighted and are in good working order when such equipment is operated, driven, or parked on any public highway or street during the period of one half hour after sunset to one half hour before sunrise and during such times that visibility for a distance of one thousand feet ahead or behind such agricultural equipment is not clear. At other times, no lighting is required on agricultural equipment.

1. NY Part 43.9 of the Commissioners’ Rules and Regulations. Self-propelled agricultural equipment shall be equipped in accordance with the following:

a. Head lamps: two, white located front –same level as far apart as practicable

b. Tail lamps: one, red located rear, as far to left as practicable

c. Combined hazard: two, amber located at least (42 inches high)

d. Warning and turn signal lamps: located same level as far apart as practicable, visible front and rear.

e. Rear reflectors: two, red located rear, same level as far apart as practicable

D. Dimensional Requirements

1. Vehicles and implements or combinations thereof, not over 12 feet in width and used solely for farm purposes are permitted on public highways, except upon any highway at any time on which operation is prohibited by the Department of Transportation. (Thruway, Interstate Highways and other highways as deemed by the Commissioner). Such vehicles are permitted when meeting the following requirements:

a. The vehicle and implement or combination thereof is operated during the period from one half hour before sunrise to one-half hour after sunset.

b. Red or orange fluorescent flags not smaller than 18 inches square, and reflectors are placed on the extreme corners of the load.

c. Two flashing amber lights in compliance with the regulations prescribed by the Commissioner of Transportation are attached to the rear of the load or, if the vehicle hauling such implement is equipped with hazard lights which are visible from the rear of the load, such lights are flashing.

d. If the vehicle or load extends beyond the centerline of a highway or if the vehicle is being operated during any time when, due to rain, sleet, snow, hail, fog, insufficient light, or any other reason, visibility for a distance of one thousand feet ahead is not clear, the vehicle is preceded by an escort vehicle which is equipped with a warning sign and flashing lights in compliance with regulations prescribed by the Commissioner of Transportation. (Flashing lights to be minimum 6 inches in diameter – maximum 9 inches in diameter - mounted on the extreme corners of the load, between 5 feet and 7 feet above the ground .– amber lens – with a white bulb, not more than 50 candle power, visible for a distance of at least 1000 feet. Over width sign to be black letters on yellow back ground, stating “OVERSIZED LOAD”, sign to be 7 feet wide, 18 inches high with 10 inch lettering and a brush stroke of 1.41 inches).

e. Agricultural vehicles and implements between 12 feet and 17 feet in width are not permitted on highways as prohibited by the department of transportation. (Thruway, Interstate Highways any other highways deemed by the Commissioner).

2. Racks for carrying hay, straw or unthreshed grain may have a width of ten feet at the top of the rack. In no case shall the width at the base of the rack exceed one hundred two inches nor shall the width of the rack exceed one hundred two inches at any portion thereof while on any qualifying highway.

3. The height of a vehicle from the underside of the tire to the top of the vehicle, inclusive of load, shall not be more than thirteen and one-half feet. Any damages to highways, bridges, or highway structures resulting from a vehicle greater than thirteen feet in height shall be compensated for by the owner and the operator of such vehicle.

E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

is responsible for conducting annual inspections of tractor SMV, lighting and dimensional requirements where needed and to include new information regarding standards as it is received. If new tractors are identified on the farm, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

shall inspect the SMV, lighting and dimensional requirements and make appropriate changes to meet the standards.

**VIII. OPERATION INSTRUCTIONS**

A. In accordance with 29 CFR 1928.51(d) every employee who operates an agricultural tractor shall be informed of the operating practices contained in the following list and of any other practices dictated by the work environment. Such information shall be provided at the time of initial assignment and at least annually thereafter.

1. Employee operating instruction. (29 CFR 1928 Subpart C, Appendix A)

a. Securely fasten your seat belt if the tractor has a ROPS.

b. Where possible, avoid operating the tractor near ditches, embankments, and holes.

c. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.

d. Stay off slopes too steep for safe operation.

e. Watch where you are going, especially at row ends, on roads, and around trees.

f. Do not permit others to ride.

g. Operate the tractor smoothly - no jerky turns, starts, or stops.

h. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.

i. When tractor is stopped, set brakes securely and use park lock if available.

**IX. EMPLOYEE TRAINING**

A. Prior to starting work with tractors on the farm, each employee who will operate tractors will attend a Tractor Operating Instruction Training Session where they will receive information on the following topics making instructions specific to each tractor:

1. Securely fasten your seat belt if the tractor has a ROPS.

2. Where possible, avoid operating the tractor near ditches, embankments, and holes.

3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.

4. Stay off slopes too steep for safe operation.

5. Watch where you are going, especially at row ends, on roads, and around trees.

6. Do not permit others to ride.

7. Operate the tractor smoothly - no jerky turns, starts, or stops.

8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.

9. When tractor is stopped, set brakes securely and use park lock if available.

All training will be presented to employees in a manner that employees receiving it are capable of understanding (visual and oral presentations). Training presentations will be delivered in the primary language and at the appropriate literacy levels of the workers. During, and at the end of training, an assessment will be made to see that employees understood the training.

B. Upon completion of the training program, each employee will sign a form documenting that he/she has received the training. (See Form #2)

C. Whenever a new employee is transferred or hired, he/she will be provided training regarding the guarding and operation of tractors if it will be part of their assignment. The training session will be conducted by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

before the start of his/her employment. This must be done prior to the employee’s initial work with any tractor.

D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (person/position designated)

will conduct training on the specific hazards of the job and the appropriate personal protective equipment and safety precautions and procedures.

E. Refresher training will be done by

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(person/position designated)

Refresher training shall be delivered when job duties change or can be delivered for the following circumstances; after an incident, close call or when supervisor inspections reveal an improper procedure. Refresher training will follow the procedures outlined in VIII (A-D).

**X. INFORMATION TO CONTRACTORS**

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (person/position designated)

is responsible for providing outside contractors with any and all information regarding tractors and potential hazards.

**XI. PERSONNEL POLICIES**

When an employee is not following safety and health rules regarding tractor operation, disciplinary action will be taken.

**LIST OF SAMPLE FORMS**

**Form 1**  TRACTOR OPERATION ANNUAL PROGRAM SUMMARY

**Form 2** EMPLOYEE TRACTOR OPERATION TRAINING RECORD

**Form 3** TRACTOR CHECKLIST

**Form 4**  SLOW MOVING VEHICLE EMBLEM – FIGURE J-7

Form #1 **TRACTOR OPERATION ANNUAL PROGRAM SUMMARY**

**Training**

|  |  |  |
| --- | --- | --- |
|  | **Number of Training** **Courses Presented:** | **Number of Employees Trained:** |
| **New-employee training:** |  |  |
| **Tractor-specific training:** |  |  |
| **New-equipment training:** |  |  |
| **Other training:** |  |  |
| **Total courses/employees** |  |  |

**Tractor Equipment**

|  |  |  |
| --- | --- | --- |
|  | **# of tractors:** | **ROPS type** |
| **Previous Total:** |  |  |
| **New This Year:** |  |  |
| **Revised Total:**  |  |  |
|  |  |  |

**The following activities have been completed:**

\_\_\_\_\_ Written program is up to date.

\_\_\_\_\_ Servicing and maintenance protocols are up to date.

\_\_\_\_\_ All training is up to date.

\_\_\_\_\_ All tractors have functioning safety equipment (ROPS, seatbelts, and labeling)

**If any of the above activities are not complete, explain:**

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Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form #2 **EMPLOYEE TRACTOR OPERATION TRAINING RECORD**

**The following employee(s) have completed training in Safe Tractor Operation principles. Each trained employee is now knowledgeable in all 9 different training topics as specified in 29 CFR 1928 Subpart C Appendix A: Employee operating instruction.**

1. Securely fasten your seat belt if the tractor has a ROPS.

2. Where possible, avoid operating the tractor near ditches, embankments, and holes.

3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.

4. Stay off slopes too steep for safe operation.

5. Watch where you are going, especially at row ends, on roads, and around trees.

6. Do not permit others to ride.

7. Operate the tractor smoothly - no jerky turns, starts, or stops.

8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.

9. When tractor is stopped, set brakes securely and use park lock if available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee's Name** | **Employee's Signature** | **Date of Training** | **Trainer** | **Trainer's Signature** |
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Form #3 **TRACTOR OPERATION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Tractor Operation Checklist** | **Yes** | **No** | **N/A** | **Comments** | **Date Completed** |
| 1 | Has annual training for all tractor operators been conducted in accordance with 1928 Subpart C App A? |  |  |  |  |  |
| 2 | Are tractors that were manufactured after Oct 25, 1976, that employees operate, equipped with ROPS? |  |  |  |  |  |
| 3 | Do tractors have a rollover protective structure (ROPS) with a certification data plate as specified in 1928.51(c)? |  |  |  |  |  |
| 4 | Do tractors with ROPS also have seatbelts? |  |  |  |  |  |
| 5 | Do tractor operators properly fasten their seatbelt when operating tractors? |  |  |  |  |  |
| 6 | Is the PTO master shield in place and in good condition? |  |  |  |  |  |
| 7 | Are fuel, oil and hydraulic systems free of leaks, and maintained at proper levels? |  |  |  |  |  |
| 8 | Are operator’s platforms free of grease, mud, tools and other items? |  |  |  |  |  |
| 9 | Do all lights and flashers work? |  |  |  |  |  |
| 10 | Are reflectors and SMV emblems clean, unfaded and undamaged? |  |  |  |  |  |
| 11 | Are mufflers and exhaust components in good condition? |  |  |  |  |  |
| 12 | Is each tractor equipped with a 10 pound (minimum) ABC type fire extinguisher? |  |  |  |  |  |
| 13 | Are cab windows and mirrors clean for good visibility? |  |  |  |  |  |
| 14 | Are tires in good condition and inflated to the recommended pressure? |  |  |  |  |  |
| 15 | Can the brakes be locked together for road travel? |  |  |  |  |  |
| 16 | Does the parking brake work? |  |  |  |  |  |
| 17 | Are controls clearly marked and gauges working properly? |  |  |  |  |  |
| 18 | Is a first aid kit mounted on the tractor? |  |  |  |  |  |
| 19 | Is the drawbar in the proper position? |  |  |  |  |  |
| 20 | For cab tractors, is the owner’s manual kept in the cab for quick reference? |  |  |  |  |  |
| 21 | If noise is >85dB is hearing protection available? |  |  |  |  |  |

FORM #4 **SLOW MOVING VEHICLE EMBLEM FIGURE J-7**



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