



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Agricultural Tractor Safety Policy and Training Program

Plan prepared by:

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Table of Contents

Introduction	3
Responsibilities	3
Agricultural Tractor Requirements	3
Training	4
Safe Operation	5
Recordkeeping	5

1.0 Introduction

1.1 Tractor accidents are the number one cause of deaths and injuries in agriculture. The College of Food, Agricultural and Environmental Sciences has developed a Tractor Safety Policy with equipment and training provisions to enhance the safety of employees who operate tractors. This policy incorporates recognized safe operating practices and reflects OSHA regulations concerning the operation of agricultural tractors. Any employee or student who operates an agricultural tractor as a condition of employment or as a course requirement is subject to this policy.

1.2 The Ohio State University CFAES Agricultural Tractor Safety Program applies to all OSU CFAES staff members who operate and/or are responsible for agricultural tractors. The Occupational Safety and Health Administration (OSHA) has established rules and guidelines for the protection of workers and facilities relating to agricultural tractors in 29 CFR 1910. *General Industry* and 29CFR 1928 *Occupational Safety and Health Standards for Agriculture*.

2.0 Responsibilities

2.1 OSU CFAES Safety and Health Coordinator is responsible for the following:

- 2.1.1** Updates and revisions to the written Agricultural Tractor Safety Program;
- 2.1.2** Ensure agricultural tractor training programs meet applicable requirements;
- 2.1.3** Provide program oversight.

2.2 Department Supervisors – Supervisors or department heads of areas where agricultural tractors are used are responsible for the following:

- 2.2.1** Designating and identifying personnel authorized to operate agricultural tractors (do not allow unauthorized use of the equipment);
- 2.2.2** Ensuring authorized operators have received proper training and certification prior to operating an agricultural tractor. It is the supervisors responsibility to certify each operator;
- 2.2.3** Ensure all safety and manufacturer regulations and instructions are followed;
- 2.2.4** Ensure agricultural tractors are maintained in proper working order and repaired when necessary.

2.3 Authorized agricultural tractors operators – Operators of agricultural tractors are responsible for the following:

- 2.3.1** Attending and passing classroom and evaluation of competence training prior to operating an agricultural tractors.
- 2.3.2** Performing and documenting agricultural tractor pre-use inspections;
- 2.3.3** Reporting all vehicle maintenance issues to his/her supervisor and removing the equipment from service if necessary;
- 2.3.4** Operating and maintaining equipment in a safe manner at all times.

3.0 Agricultural Tractor Requirements

3.1 All agricultural tractors must be designed and constructed to meet minimum ASABE standards and OSHA 29 CFR 1928 standards and regulations.

3.1.1 College departments and units will purchase, lease, accept as a gift or loan, and/or operate only tractors equipped with a rollover protection structure (ROPS). Current agricultural tractors will be brought up to ROPS standards. Exempt from this policy will be antique display equipment; small plot tractors of 20 HP or less; tractors using mounted equipment which is incompatible with ROPS (e.g. corn pickers); and low profile tractors when used in orchards, vineyards, greenhouses, and other farm buildings where vertical clearance precludes use of a ROPS. Other tractors manufactured prior to October 25, 1976 may be exempted by the CFAES Safety and Health Coordinator for the college, OARDC Safety Officer for OARDC units, and Equipment Maintenance Superintendent for ATI units on an individual / situational basis. Every effort will be made to equip all tractors with ROPS when possible.

3.1.2 Tractors used for display or shown in educational publications will be equipped with ROPS, unless the purpose is to show the hazards of not being equipped with ROPS.

4.0 Training

4.1 The College of Food, Agricultural and Environmental Sciences has established a training program that can be accessed via OSU Environmental Health and Safety website. (www.ehs.osu.edu) The training curriculum is based on National Safe Tractor and Machinery Operation Program content and OSHA training recommendations: The training is design to be a three step process:

- 1) on-line training session through the OSU EHS website
- 2) comprehensive test following the on-line session (70% correct to proceed with the final step)
- 3) hands – on operator proficiency evaluation by supervisor

4.1.1 To start the Tractor Operator Training:

- 1) Click on this link - <https://ehs.osu.edu/other-online-training>
- 2) Find “**Tractor Operator Training**” and click on “**Take this course**”.
- 3) Sign in using your osu.edu university login (**last name.###**).
- 4) Click on **arrows** in the lower right part of the box to start the training.
- 5) At the end of the on-line training you will be prompted to take the quiz.
- 6) Once you have completed and passed the quiz, print off your training report and take it to your supervisor, to go through the operator proficiency check- off portion of the training.

4.1.1.1 This training may also be conducted on an individual basis or in a classroom group setting using lecture and discussion. Training materials for supervisors to conduct this training can be obtained from the OSU CFAES Safety and Health Coordinator.

4.1.2 Managers / supervisors are responsible to use the Tractor Operator Evaluation Form to assess and certify each employee's ability to safely and properly use a tractor. The hands – on evaluation can also include optional equipment skills (Hitching and Unhitching or Front End Loader) based on the equipment being used or the tasks required of the employee. Supervisors conducting the hands – on evaluation have the right to deny certification and proceed with further instruction / evaluation to ensure the individual can safely operate the tractor.

4.1.3 Copies of the operator evaluation form should be sent to the CFAES Safety and Health Coordinator to be kept on file. Copies of EHS training report sheet or test results **and** operator evaluation form, for each individual, should be kept on file with in the department or unit location.

4.2 Refresher training must be taken **annually** for employees (permanent or student) and non-employee students (who operate tractors as a course requirement) after receiving the initial training. [OSHA 29CFR 1928.51(d)] Refresher training may consist of a review of tractor safety procedures annually and documentation shall be kept on file. Every 3 years the on- line training / test should be taken by employees. After initial training, refresher training using the hands – on Tractor Operator Evaluation is only required if an employee has a safety incident causing injury or property damage. The operator evaluation can also be used for periodic evaluation to ensure that operators are continuing to operate the equipment properly or to introduce new equipment to operators.

5.0 Safe Operation

5.1 Operation of a tractor / agricultural equipment must be done in a safe manner to prevent injury to the operator or pedestrians in the area; and to prevent damage to property during operation. Safe operation of an agricultural tractor must be covered in the operator training.

5.2 Extra Riders are not permitted unless it is for training purposes. If the unit has a buddy seat, the seat belt for the buddy seat must be used.

6.0 Recordkeeping

6.1 Department supervisors shall maintain documentation of the following:

6.1.1 Training certifications for all tractor operators including names and dates of training; and the equipment they are certified to operate.

6.1.2 Pre-use inspection checklists.

6.1.3 Maintenance records for each agricultural tractor.

6.1.4 Accident reports involving agricultural tractors.

6.1.5 A copy of the Agricultural Tractor Safety Policy and Training Program.