



## 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

Hitching and hauling cause countless injuries on Canadian farms every year. It only takes a few moments longer to do a job safely, rather than spending a lifetime regretting an injury to yourself or someone else.

## 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:

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## HITCHING

Whenever possible, try to do hitching and unhitching on level ground. If there is a risk of rolling, block wheels before unhitching.

Hitch trailed equipment only to the tractor drawbar. Hitching elsewhere may displace the centre of gravity on the tractor and can cause a backward overturn.

Connect each farm wagon or piece of equipment to the towing vehicle by two separate means of attachment. Most commonly this will be a draw pin and chains. However it may also include a ball-hitch or three-point hitch. Use safety hitch pins (draw pins with cotter pins or other locking system) in every application.

Use properly rated safety chains with pins and balls of the proper size. The strength of a safety chain must be equal to the gross weight of the load being towed. Be sure no loose chains are dangling either from the drawbar or the implement.

Use locking pins on hydraulics.

Shut off the engine and wait for all moving parts to stop before un/hitching implements or when making adjustments or performing maintenance.

Make sure all shields and guards are in good condition and properly installed.

## HAULING

When towing equipment without brakes, keep speeds under 40 km/hr.

Stopping distance increases with speed and with increased weight of towed loads. Reduce speed when hauling a load.

Make sure the tractor is properly counterweighted. If you aren't sure—ask me / your supervisor.

Before hauling, ensure your load is well secured. Avoid sudden starts / stops and excessive speed, especially when operating on a hillside or rough ground as it may cause your load to fall.

Check clearance before operating under overhead electric lines or before entering a building.

Always travel with the front-end loader or bucket in the lowest position possible.

Avoid operating attachments

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## EMERGENCY PROCEDURES / CONTACTS

In case of an injury or other incident, call 911, your local emergency services and your supervisor.

## MORE RESOURCES

*Safe Implement Hitching*, available at <http://casa-acsa.ca/content/safe-implement-hitching-guide-safe-connection-agricultural-tractors-implements>.

*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>.

during road travel and keep the PTO disengaged unless absolutely necessary.

Transport winged and folding implements in their narrowest configuration.

## CAUTION

Make sure that the tractor is large enough to handle its load. Likewise, equipment that weighs more than 4.5 times the weight of the towing unit should not be towed.

If a fully loaded trailed implement exceeds 1.5 times the weight of the towing vehicle, it must have independent brakes. Explain why:

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Discuss the weight of various machines on our farm and why certain jobs are done with particular pieces of equipment and / or combinations of equipment.

Discuss good and bad machine combinations and explain why:

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## 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 \_\_\_\_\_



Canada FarmSafe  
Sécurité Ferme Canada

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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