



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

Front-end loaders, forklifts and skid steers are just a few of the loading machines commonly used on farms. Whether stacking large hay bales, loading crates of apples onto a truck, moving feed or clearing snow—there are many uses for loaders in agriculture. On our farm we mostly use loaders for:

BACKGROUND

Running over bystanders, touching overhead wires, and falling loads are just a few of the hazards of loading and unloading. Some of the unique loader situations on our farm are:

Key Points

We have Standard Operating Practices for loader use on our farm. If you don't remember them, review them—you can find them:

LOADING – CARRYING – UNLOADING PROCEDURE

Ensure your machine has a rollover protective system (ROPS) and wear your seatbelt.

Ensure the load you plan to move is within the weight capacity of the machine you are using.

Use the proper lift fixture for the type of load, (e.g. bucket, spear, forks, mighty-bite, etc.).

Check overhead clearance for the loading area.

Remove any strapping that may have been tying down the load to be moved.

Ensure the load you plan to move is stable and will not fall apart when you go to move it.

Ensure all people and animals are standing back at least 10 m from the loading area.

Slowly drive the loader under the load until the lift fixture has fully secured the load, then tilt the loader back slightly to shift the weight entirely onto the loader. Reverse away from your loading position.

Stop, then lower your loader to about one-third of a m off the ground. Don't raise or lower the load while moving.

Carry loads low and slightly tilted back. Travel at an appropriate speed, avoiding bumps.

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CAUTION

It is extremely important to frequently check the stability of what you are loading / stacking. For example, round bales can shift or roll and destabilize your stack causing a hazard. Ensure items are stacked snugly together, offset layers and don't stack too high.

EMERGENCY PROCEDURES / CONTACTS

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

MORE RESOURCES

Guidelines for working around trucks: Loading and unloading, by Workplace Health and Safety Queensland, available at <http://www.deir.qld.gov.au/workplace/resources/pdfs/guidelines-workingaroundtrucks.pdf>.

Always look in the direction of travel. Travel in reverse if the load blocks your vision.

Use a spotter if there is not a clear view.

Check overhead clearance for the unloading area.

Turn the loader slowly into position, facing squarely where you want to unload.

If unloading onto a truck, before driving straight in, make sure the rear wheels of the truck are chocked, the brakes are locked, the dock plate is secure and won't move and the trailer jacks are in place. Then drive in, position the load, tilt the loader forward and release the load.

If you are unloading onto a stack, in the lowered position, position the loader to where you want it. Raise the load to just above where you want it, then slowly move forward into position. Allowing for several cm

of clearance on all sides, tilt the load forward and lower it into place. Level the loader so it is no longer tilted.

Looking over your shoulder, ensure there are no bystanders near and reverse slowly.

Once clear of obstructions, stop, and lower the loader to about one-third of a m off the ground. Now you are ready for the next load.

COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

Operation Name _____

Location _____

Meeting Leader _____

Date _____

TOOLBOX TALK PARTICIPANTS

Print name _____

Signature _____



CanadaFarmSafe
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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, or contact CASA to learn more at 1-877-452-2272.

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