

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**    Tractors - Special Precautions

**KEY TEACHING POINTS**

**SAFE PTO OPERATION.**

- Stay clear of all rotating parts.
- Keep all safety covers in place at all times.
- Disengage PTO, stop engine and allow all rotating components to come to a complete stop before connecting, disconnecting, adjusting or cleaning any PTO driven equipment.
- Before installing or using any tractor attachment, read the attachment's operator's manual and review all its safety labels.
- To prevent a PTO driven implement from over speeding and possibly causing personal injury, use the PTO speed only when this speed is specifically recommended by the implement manufacturer.

**SAFE 3-POINT HITCH OPERATION.**

- Use 3-point hitch only with equipment designed for 3-point hitch usage.
- When using a 3-point hitch mounted implement, be sure to install the proper counter ballast weight on the front of the tractor.
- When transporting on the road, set the implement lowering control in the "lock" position to hold the implement in the raised position.

**POSSIBLE HAZARDS.**

Exhaust fumes.

- To avoid the danger of exhaust fume poisoning, do not operate the engine in a closed building without proper ventilation.

Fires.

- Always stop the engine before refueling. Keep away from sparks and flames.
- Avoid fuel spills and over filling the fuel tank.
- Keep first aid kit and fire extinguisher near by at all times.

Explosions.

- A battery, especially when charging, will give off hydrogen and oxygen gases which are very explosive. Keep away from sparks and open flames at all times.
- To avoid sparks from accidental short circuit, always disconnect the battery ground cable (-) first and always reconnect the ground cable (-) last.

High pressure fluids.

- Do not remove radiator filler cap until coolant temperature is below its boiling point. Then loosen cap slightly to stop to relieve any excess pressure before removing cap completely.
- Escaping hydraulic fluid under pressure can have sufficient force to penetrate skin, causing serious personal injury. Before disconnecting lines, be sure to relieve all pressure. Before applying pressure to the system, be sure that all connections are tight and that lines, pipes and hoses are not damaged. Fluid escaping from a very small hole can be almost invisible. Don't use hands to search for suspected leaks, but use a piece of cardboard or wood. If injured by escaping fluid, see a doctor at once. Serious infection or reaction can develop if proper medical treatment is not administered immediately.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Always stop the engine before refueling. Keep away from sparks and flames.		
2 Stay clear of all rotating parts.		
3 When transporting on the road, set the implement lowering control in the "lock" position to hold the implement in the raised position.		
4 Use 3-point hitch only with equipment designed for 3-point hitch usage.		
5 Disengage PTO, stop engine and allow all rotating components to come to a complete stop before connecting, disconnecting, adjusting or cleaning any PTO driven equipment.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>