

**POWER TAKE OFF (PTO)**

**DO NOT use this machine unless a teacher has instructed you in its safe use and operation and has given permission.**

   

### **Do not wear loose or bulky clothing around the PTO or other moving parts.**

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Wear close fitting clothing and keep long hair covered.**
2. **Ensure PTO and driveline guarding is correctly installed and properly maintained.**
3. **Before installing or using PTO- driven equipment, read the manufacturer’s manual and review the safety labels attached to the equipment.**
4. **Use only implements that meet the specifications listed in the vehicle operation manual.**
5. **Before attaching PTO-powered equipment, confirm that the tractor drawbar is adjusted to the length specified in the driven machines manual.**
6. **Do not use a machine with damaged or missing PTO or driveline guards. Report suspect machinery immediately.**

#### OPERATIONAL SAFETY CHECKS

1. **Start the engine only from the operator’s seat. Never start engine while standing on the ground.**
2. **Before starting the engine ensure that all levers are in their neutral positions, that the parking brake is engaged, and that both the clutch and PTO are disengaged.**
3. **Ensure the clutch pedal is fully depressed to stop the tractor movement and any PTO-driven equipment movement before shifting the PTO gearshift lever.**
4. **Operate the PTO from the lower speed (540 rpm) unless the equipment manufacturer specifically recommends the higher speed (1000 rpm) is safe.**
5. **When operating stationery PTO driven equipment always apply the tractor parking brake, place chocks behind and in front of rear wheels and stay well clear of all rotating parts.**
6. **Keep all bystanders away from PTO driven equipment.**
7. **Always walk around operating equipment. Never step onto or across a PTO shaft or driveline.**
8. **Wait until all moving components have completely stopped before getting off the tractor, connecting, disconnecting, adjusting, cleaning, or servicing any PTO equipment.**
9. **When shutting down disengage the PTO, shut off the tractor engine and remove the keys before leaving the tractor seat.**

#### HOUSEKEEPING

1. **Keep warning labels clean and free from obstructing material. Replace damaged or missing labels with new labels available from equipment supplier.**
2. **Keep the work area in a clean and tidy condition.**

## POTENTIAL HAZARDS

**◼ Noise ◼ Flying debris ◼ Dust ◼ Vibration ◼ Burns from exhaust**

**This SOP should be used in conjunction with Curriculum Activity Risk Management Modules**

***Acknowledgement****: Much of the information for this document has been sourced from content kindly provided by Department for Education SA website.*

|  |  |  |
| --- | --- | --- |
| **Date of last review** | **\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |