

Montana Agriculture  
Safety Manual



MONTANA  
**STATEFUND**

[www.montanastatefund.com](http://www.montanastatefund.com)



# Montana Agriculture Safety Manual

---

Montana Farm and Ranch Safety Statistics .....	2
Employee Hiring, Training and Supervision .....	2
Young Workers .....	3
Hazardous Occupations .....	3
Machinery Safety .....	5
Wheel and Track-Type Tractors .....	7
Shop Safety .....	7
Feed Handling, Grinding and Storage.....	10
Irrigation .....	11
Working with Agricultural Chemicals.....	11
First Aid/CPR and Emergency Response .....	13
Working Around Manure Pits .....	14
Electrical Hazards.....	14
Ladder Safety .....	15
Safe Lifting and Carrying.....	16
Weather Conditions.....	17
All Terrain Vehicles .....	18
Anhydrous Ammonia Safety.....	19
Montana Safety Culture Act .....	20
Montana Independent Contractor Program .....	21
Appendix A – Sample Forms and Checklists .....	22
Appendix B – Additional Resources .....	41

---

This document represents information regarding safety activities and hiring practices and is not intended to meet the requirements for all situations. Montana State Fund cannot guarantee that this information will address all conditions that may be present in your workplace, nor do we guarantee that you are in compliance with any local, state or federal law, rule or regulation.

## Montana Farm and Ranch Safety Statistics

According to the National Safety Council, agriculture is the most hazardous industry in the nation. As an agricultural producer in Montana, you experience many continuously changing hazards in the course of your workday. This puts many of you and your employees at risk for accidents and injuries. According to the U.S. Department of Labor, fatalities among agricultural workers increased 23 percent from 2004 to 2005. In fact, agriculture and mining recorded the highest fatal work injury rates among major industry sectors for that year. Based on Montana statistics from the year 2000, farming operations with 11 or more employees in crop production accounted for 21 percent of work-related fatalities, while livestock production accounted for 19 percent.

Improving Montana's farm and ranch safety culture is an essential element for maintaining a healthy agricultural system and controlling workers' compensation costs. This manual outlines the basic components of how you can establish and incorporate safety programs into your business operations. At Montana State Fund, we are committed to providing our state's agricultural producers with the best safety services and information available. The following pages contain important, life saving information that can make a difference to you and your employees. Accidents don't have to happen. We encourage you to read this manual thoroughly and think about improvements you can make in your own operation. Remember, a safe working environment on your farm or ranch begins with you. If you don't take it seriously, who will?

## Employee Hiring, Training and Supervision

Hiring the right employee for an agricultural-related job is a difficult task and should not be taken lightly. Your hiring decisions and safety training practices can have a major impact on reducing injuries. The following guidelines should be used as a reference to help you in the hiring and training process:

- Only hire those able to do the job.
- Never permit an employee to operate a machine until that person has been thoroughly trained and demonstrates that he/she understands the job and knows the safety procedures involved.
- Check frequently to make certain that employees have not developed bad operating habits, unsafe practices and/or shortcuts.
- Continue to train your employees to improve performance. The time spent in training will result in more work performed in a safer manner.
- Snakebites, spider bites, bee stings and other such incidents may be deadly for some workers. Ask all new employees (and existing, if you haven't already) if they have known allergies. Make sure appropriate precautions are taken and all employees know how to respond if a situation should arise.

## Young Workers

It is estimated that in 2004 roughly 8,100 injuries to children were farm-work related. As a result, a significant number of young people are injured, permanently disabled or killed on farms in the United States. Inexperience combined with exuberance and feelings of invincibility increase the chance that a young worker will be injured on the job. The age of the young worker typically determines how many hours in a day or week, and what shift he/she may work. Additionally, the U.S. Department of Labor has found that certain jobs are just too hazardous for anyone less than 16 years of age to perform. Below are the current hour restrictions on agricultural employees. These restrictions are the same for all youth, including migrant and local resident children.

- Youth 12 or 13 years of age can only work in agriculture on a farm if a parent has given written permission, or a parent is working on the same farm. The work can only be performed during hours when school is not in session and only in non-hazardous jobs.
- Youth 14 or 15 years old can work in agriculture, on any farm, but only during hours when school is not in session and only in non-hazardous jobs.
- Youth ages 16 and above may work in any farm job at any time.
- Youth of any age may work at any time in any job on a farm owned or operated by their parents.

## Hazardous Occupations

The U.S. Department of Labor has found that the following agricultural occupations are hazardous for youth less than 16 years of age. No one under 16 years of age may be employed at any time in any of these hazardous occupations in agriculture (HO/A) unless specifically exempt. Exemptions may apply to item numbers 1-5 under limited circumstances. Please contact the Montana Department of Labor for exemption information.

1. Operating a tractor of over 20 Power-Take-Off (PTO) horsepower, or connecting or disconnecting implements or parts to such a tractor.
2. Operating or helping to operate any of the following machines (operating includes starting, stopping, adjusting or feeding the machine, or any other activity involving physical contact with the machine):
  - A. Corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger or mobile pea viner.
  - B. Feed grinder, crop dryer, forage blower, auger conveyor or the unloading mechanism of a non-gravity-type self-unloading wagon or trailer.
  - C. Power post-hole digger, power post driver or non-walking-type rotary tiller.

- D. Trencher or earthmoving equipment.
  - E. Forklift.
  - F. Potato combine.
  - G. Power-driven circular, band or chain saw.
3. Working on a farm in a yard, pen or stall occupied by a:
    - A. Bull, boar or stud horse maintained for breeding purposes.
    - B. Sow with suckling pigs, or cow with newborn calf with umbilical cord present.
  4. Loading, unloading, felling, bucking or skidding timber with a butt (large end) diameter of more than six inches.
  5. Working from a ladder or scaffold at a height of over 20 feet (working includes painting, repairing or building structures, pruning trees, picking fruit, etc.).
  6. Driving a bus, truck or automobile when transporting passengers, or riding on a tractor as a passenger or helper.
  7. Working inside:
    - A. A fruit, forage (feed) or grain storage structure designed to retain an oxygen deficient or toxic atmosphere (i.e., a silo where fruit is left to ferment).
    - B. An upright silo within two weeks after silage (fodder) has been added or when a top-unloading device is in operating position.
    - C. A manure pit.
    - D. A horizontal silo while operating a tractor for packing purposes.
  8. Handling or applying agricultural chemicals if the chemicals are classified under the Federal Insecticide, Fungicide and Rodenticide Act as Toxicity Category I—identified by the word "Danger" and/or "Poison," and/or with the skull and crossbones symbol; or Toxicity Category II—identified by the word "Warning" on the label. (Handling includes cleaning or decontaminating equipment, disposing of or returning empty containers, or serving as a flagman for aircraft applying agricultural chemicals.)
  9. Handling or using a blasting agent including, but not limited to, dynamite, black powder, sensitized ammonium nitrate, blasting caps and primer cord.
  10. Transporting, transferring, moving or applying anhydrous ammonia (dry fertilizer).



## Machinery Safety

It is important to be safety conscious when dealing with any job that requires the use of machinery. Statistics show that the majority of machinery-related accidents occur as a result of human negligence. Operating farm machinery is serious business and should be treated as such. To avoid any type of machinery-related injury, strict safety practices must be employed. The following rules will assist in maintaining efficient and safe operation practices:

- Never operate a machine without proper instructions.
- Never carry passengers.
- Never mount or dismount when a machine is moving.
- Never jump off a machine; climb down instead. We always recommend that a 3-point contact be maintained when entering or exiting from a tractor, truck, or trailer unit.
- Power-Take-Off (PTO) should be properly guarded at all times. The master shield should be in place and secured with a retaining pin and PTO shaft guard installed. Drivelines should be fully shielded to include the connection joints.
- Use a seat belt if operating Rollover Protective Structures (ROPS) equipped machinery. The belt is to hold you within the safety zone of your ROPS frame or ROPS enclosure if an accident occurs.
- Never remove radiator caps without adequate protection against scalding steam and hot water.
- Always shut down machinery when fueling, only fuel from a properly grounded and bonded fueling apparatus, and only use an approved container.
- Fueling should not occur where ignition sources are not controlled. Ignition sources include, but are not limited to, places with smoking, welding, open flames or equipment heat that could ignite the fuel.

- Use a checklist weekly (or more often if recommended by the manufacturer) to check condition of machinery before operating. A preventative maintenance program should be established and followed.
- Follow manufacturer's recommendations for maintenance operations.
- Turn off the motor before adjusting, cleaning or repairing. Padlock safety disconnect switches on electrically powered equipment while performing maintenance work on the machinery.
- Guard V-belts, pulleys, sprockets, chains and shafts to prevent accidental contact. Replace guards before starting machine if they were removed for maintenance or repair work. Use only approved guards and install guards where needed or missing.
- Do not overload equipment.
- Never wear loose clothing or dangling jewelry around machinery.
- Confine long hair to prevent being caught in machinery.
- Display the "slow moving" emblem on all farm machinery.
- If a jam occurs, shut the machine down before attempting to clear the jam or make adjustments.





## Wheel and Track-Type Tractors

Tractors are invaluable farm and ranch tools, but they are also a major source of farm injuries. In practically every instance, the accidents are the result of failure to follow appropriate operating rules and manufacturer guidelines. The following suggestions can apply to every agricultural operation involving tractors:

- Inspect brakes, steering, tires and lights daily and repair as needed.
- Shut off engine before fueling the tractor, regardless of fuel being used.
- Shut down engine and set brakes when making any adjustments, when hitching tools or when tractor is left unattended.
- Avoid tight-radius turns that could permit implements to “climb up” the tires. Apply brakes slowly to avoid overturns.
- Always use hitch provided; never hitch to axle housing. Hitch low to reduce possibility of overturns.
- Start slow to avoid overturns. Operate at moderate speeds; when in doubt, slow down.
- Use extra care when turning on a slope, side hill, or rough, uneven ground. Tractors have a high center of gravity and overturn easily. Since wheel tractors are light on the front end, it is best to go up a steep hill backward to prevent a rear overturn.
- Slow down before turning. This is particularly true at turn rows close to an irrigation ditch.
- Tractors should be provided with factory-developed rollover guards and seat belts.
- Always be seated when operating a tractor. Never stand.
- Never permit riders on either the tractor or towed equipment unless it is designed for passengers.
- Never mount or dismount a tractor while it is in motion.

## Shop Safety

The best way to prevent shop-related injuries is in the planning and design stage of a shop. However, if you cannot build a new shop with all the “best” design features, the following guidelines should be considered:

### Location

- Make convenient for moving equipment in and out of the shop area without overly exposing personnel not associated with shop activities.
- Place close to part storage (if not a part of the shop).
- Provide drainage that doesn’t pollute the environment and maintains a dry work area.
- Ensure that floor and exterior apron provide a solid foundation for the work provided.

## Lighting

- Ensure good natural lighting.
- Provide sufficient overhead lighting to illuminate the general working and walking areas.
- Consider appropriate task lighting needs and safe guards.

## Heating/cooling

- Select the appropriate type of heating/cooling system for your work environment.
- Place units where they are efficient, but not likely to be near other equipment or flammables/combustibles.
- Make sure equipment is safely installed to manufacturer's requirements.
- Ensure that there is an appropriate air supply to remove exhaust and supply adequate oxygen.
- Make certain that safety devices that automatically turn off units are provided and used where appropriate.
- Check that an emergency shut-off is installed, visible and easy to access.

## Ventilation

- Always allow for adequate ventilation considerations associated with operations such as welding, running engines, chemical usage/storage, fuels and fume/mist/vapor generations.

## Wiring

- Assure that the power supply is adequate for the work to be performed. Overloading circuits is ill advised and dangerous.
- Supply enough outlets so extension cords are not needed.
- Hard wire fixed equipment.
- Use explosive-proof wiring and accessories where an explosion can occur.

## Emergency situations

- Provide and train personnel on the use of fire extinguishers.
- Make sure that emergency contact numbers are posted and easily accessible.
- Maintain an adequately supplied first aid kit.

## Tools

- Supply and maintain the proper tools and safety devices such as hand tools, welders, hoists/jack stands, wheeled carts, power tools and spill-cleanup supplies.

### Other safety guidelines to consider

- Do not wear gloves around powered equipment if the gloves can be caught in moving parts.
- Confine long hair in a net or hat to prevent entanglement in machinery.
- Never operate any shop machine without proper instruction. Never operate a machine without proper guards in place.
- Keep floor and bench areas clean and dry. Avoid working on oily or wet floor areas.
- Guard against electrical shock. Keep cords and tools clean and serviceable.
- Replace damaged ground tips on plugs. Install ground wires on ungrounded electrically powered tools.
- When welding, never look at an electric arc without using a welding helmet. Helpers should wear welding goggles. Wear proper eye protection when welding or burning with acetylene.
- Bench grinders should keep tool rest adjusted within 1/8 inch of surface of wheel. Keep stones dressed square. Always use eye protection.
- Support raised machines, equipment or vehicles on sturdy blocks. Do not depend on jacks.
- Flammable liquids should be stored in a flammable-liquid cabinet or proper outdoor storage area.
- Return all tools to their proper storage area.
- Oily rags should be stored in a metal container with a tight-fitting lid.
- A clearly marked and easily accessible ABC-Type fire extinguisher should be mounted in the shop.



## Feed Handling, Grinding and Storage

- Cover all but the load box or chute on augers, whether stationary or portable. Guard all chains, belts and shafts on auger power supply.
- Ventilate silos thoroughly before entering and use a lifeline.
- Maintain vertical face when unloading a pit silo to prevent collapse.
- When working in bins/bunkers/hoppers, use safety belts and lifelines attended by a helper at all times.
- The supply and discharge of materials must be stopped whenever anyone enters the storage area.
- Never use hands or feet to move grain or hay in a grinder or mill, regardless of whether it is fixed or portable equipment. Instead, use a stick or pole.
- If a jam occurs that cannot be cleared with a push stick, bring the machine to a zero mechanical state before attempting to clear it. OSHA requires a lock-out/tag-out program and specific training to be provided for businesses that have powered equipment.
- Padlock disconnect switches for electrically operated machinery in the "off" position until repairs have been completed and guards reinstalled. When workers must enter storage areas, they should stay above the material at all times and should never stand on top of stored material.
- Install/maintain proper guardrails on all overhead catwalks/runways around feed mills/storage facilities.
- Caged ladders are required on elevated structures more than 20 feet tall.
- Don't carry tools/equipment by hand when climbing/descending ladders. Instead, use a rope to raise/lower objects.
- Safety signs should be posted to warn workers of the hazards of working with stored grains/loose materials.

## Irrigation

### Engines

- Provide guards for drive shaft on all engine-driven pumps.
- Mufflers are “burning hot” for hours after shut down. Remember to shut down the engine when filling an engine-mounted fuel tank.
- Ventilate pump houses before entering to prevent carbon monoxide poisoning.
- Wear sturdy leather work boots to protect feet while irrigating.

### Motors

- Maintain tight joint connections on conduit and flex lines at all times. If wire chafing has occurred, have the wires replaced.
- Keep motor base clean.
- Keep pipes and other long objects away from the pump and control areas.
- Never raise a pipe or other metal object higher than the height of your head.

### Pumps

- Centrifugal, belt-driven and pump-back pumps offer special problems due to the remoteness of locations (such as on steeply sloped banks), periodic use of portable electric power units or similar situations. Make certain that safe access is provided.

## Working with Agricultural Chemicals

Chemicals (fertilizers, pesticides, herbicides and fungicides) are essential tools for farm production and need not be hazardous to your health if you follow basic safety rules. Most injuries and illnesses from agricultural chemicals can be traced to unsafe handling or the storage of chemicals in an unsafe condition. Always store, mix, use and dispose of chemicals in accordance with the manufacturers labeling instructions and Material Safety Data Sheets (MSDS).

Everything in our environment is chemical in nature. The question is, how much of a specific chemical is harmful? Small doses of some chemicals are very toxic, while others require larger doses to be dangerous. You must always be aware that chemicals may be harmful and can enter your body through many forms of contact, including:

- Through the mouth (ingestion).
- Through the skin pores or eyes (absorption).
- Through the skin (injection).
- Through the lungs (inhalation).

## Read the label

Certain signal words are required by law to appear on the chemical's packaging label. These signal words indicate the degree of toxicity of the chemical. The words "Danger," "Poison," and the skull and crossbones symbol are required on labels of all highly toxic compounds. The word "Warning" is required on all moderately toxic compounds. "Caution" is required on the label of slightly toxic compounds. By understanding these standard signal words, you know the risks involved in handling the chemicals. The label will further advise you of the chemical makeup of the compound and the hazard involved, whether it be by inhalation, ingestion or skin absorption. It will also advise of the necessary precautions to be taken during use, and the personal protective clothing (rubber gloves, impervious clothing, boots, respirator and/or goggles) needed during handling. For further information on the highly toxic compounds, it is recommended that you request and review the Material Safety Data Sheet on the compound. It will give you more specific information on cautions to be taken.

## Safety procedures that should be followed using agricultural chemicals include:

- Never eat, drink or smoke when handling toxic chemicals.
- Pour liquids, powders and dusts slowly to avoid splash or spill.
- When mixing chemicals, always pour the chemical into the water.
- Do not leave toxic chemicals unattended in the field.
- Chemical assistance equipment should be thoroughly cleaned before repairs are made.
- Store agricultural chemicals outside the home and away from the reach of children or pets, preferably in a locked storage area.
- Keep chemicals in their original labeled containers.
- Promptly and properly dispose of empty containers.
- Avoid inhalation or contact with sprays and dusts. Use appropriate respirators, goggles, face shields, gloves, overalls, boots and other protective equipment as needed.
- Wash hands and face thoroughly and change into clean clothes after spraying or dusting.
- Launder all clothes exposed to the chemical separately from any other items, and:
  - o Handle all contaminated clothing with clean gloves.
  - o Wash clothing separately from family wash.
  - o Wash clothes daily.
  - o Rinse or soak first.
  - o Use hot water.
  - o Use heavy-duty liquid detergent.
  - o Wash a few items at a time.
  - o Use highest water level.
  - o Use longest wash time and line dry.
  - o After washing, run the washing machine through a complete cycle with detergent before using again.

## First Aid/CPR and Emergency Response

Timely first aid has saved many lives on the farm. Because of the distance from immediate medical attention, a thorough knowledge of approved first aid methods is vital for every farm family. In an emergency situation, rapid response can mean the difference between life and death, or saving or losing a limb. Make sure that at least one member of your family is qualified in first aid and has at least completed a basic first aid course. Contact your family doctor or your local Red Cross chapter for information on first aid courses available. Your local farm organization may be able to organize courses in your community.

Establishing a communication system for all your employees who work alone is an essential first step for a safe work environment. Communicate with your workers at scheduled and regular intervals. Workers should be aware at all times of their longitudinal and latitudinal coordinates in an event a "life flight" is needed. It will be much easier to locate an injured person who has an exact location, compared to directions that simply state the injured person is "located in the north 40 by the big tree past the coulee."

### The following are some simple safeguards to live by:

- Place emergency phone numbers and GPS coordinates by every phone.
- Program all cell phones with emergency numbers and GPS coordinates.
- Keep a first aid kit in your shop or house. Know how to use it.
- Have a small first aid kit in trucks and in the tractor toolbox.
- Encourage young people to get involved with first aid training through FFA, 4-H, Boy Scouts or Girl Scouts, or other youth organizations.
- Ask your family doctor to show you the approved methods for controlling severe bleeding. Pass this information on to all family members.
- Never use a tourniquet unless there is no other way to stop the bleeding.
- In the event of serious injury, have someone notify your family doctor, and call ahead to the medical facility where the victim will be taken. Advise them of the type of injury and approximate arrival time so that your doctor, and appropriate medical care, will be waiting for the patient.

## Working Around Manure Pits

In spite of the growing efforts to create more health and safety awareness in the farming community, fatalities due to manure pit accidents are still reported. The causes include the need to enter manure storage, highly varied toxicity levels from manure pits, lack of information on why and when dangerous conditions exist, and practical reliable sensors to detect toxic gas conditions. When working around manure pits, please treat them like any other type of confined space.

- All manure pits should be ventilated with forced ventilation.
- The atmosphere within the pit should be tested before entry.
- A standby person should be in constant contact and ready to lift a worker to safety with mechanical lifting equipment.
- Anyone entering a manure pit should wear a safety belt or harness with a lifeline tied to the mechanical lifting equipment.
- Appropriate personal protective equipment should be worn.

## Electrical Hazards

A survey of the farm should be conducted to identify hazards posed by the locations of overhead electrical lines. All hazards should be identified and documented for future reference. Inform your workers of any electrical hazards and instruct them on how to move grain augers and other pieces of equipment safely in these hazardous areas. Augers or equipment that can be raised or lowered should always be in the lowered position when being moved.





## Ladder Safety

Before a ladder is used for a specific project, make certain it is appropriate for the task at hand and is in good repair, and that the person handling the ladder is properly trained. Most ladder accidents can be avoided by following these simple steps:

### Use the right ladder for the job.

- Use a ladder that is long enough but not too long.
- Don't use orchard ladders for other purposes.
- Don't use metal ladders for electrical work or around electrical installations.

### Use only ladders that are in good condition.

- Destroy ladders with cracks, splits and breaks.
- Don't use makeshift or patched ladders.
- Make sure the ladder is rigid and will stand firmly.
- Wear good shoes for solid footing.
- Install "safety feet" on ladders for additional protection.

### Use the ladder safely.

- Carry ladder properly and watch out for other people.
- Place ladder firmly and carefully on surface.
- Incline ladder on a four to one ratio of height to base.
- Don't lean or over-reach. Keep both feet on the ladder.
- Never climb above the second rung from the top.
- Never jump down from a ladder.
- Face ladder when going up or down.
- Keep ladders away from power lines.
- Keep rungs clean.
- Use rope for raising or lowering tools, equipment and supplies.

### Take good care of your ladders.

- Store wooden ladders under cover, preferably in an up-right position.
- If stored horizontally, provide adequate support to prevent sagging.
- Don't drop ladders.
- Don't paint wooden ladders—you may cover up defects.
- Use oil or clear varnish for protective finish.

## Safe Lifting and Carrying

Proper lifting technique is critical to back safety, but perhaps more important is proper planning. Before you lift and/or carry any objects, please observe the following recommendations:

- Look over the object to be lifted. Make sure it is not too heavy or bulky.
- Know how to lift safely.
- Get help if there is any doubt about your ability to move the object by yourself.
- Stand close to the load with feet apart for good balance. Make sure footing is secure.
- Bend your knees and straddle the load somewhat. Keep your back as straight as possible.
- Get a good palm grip. Many lifting accidents occur when the load slips off fingers.
- Tense your back, shoulder and arm muscles. Straighten your knees and stand. Lift with your leg muscles. Avoid quick, jerky motions. Avoid lifting whenever possible by pushing, pulling, rolling or sliding, or use mechanical aids, trucks, hand carts, etc. in place of lifting or carrying. These simple techniques make lifting easier and safer. Preventing painful lifting and carrying injuries (sprains, strains, hernias and "aching sacroiliacs") is squarely up to you.
- Know your physical limitations.
- Know when to get help.
- Realize that as you get older it takes less strain to injure your back.



## Weather Conditions

Montana's weather can change in a blink of an eye. Being aware that the weather conditions around you can mean the difference between life and death.

- Be aware of weather warnings on your local radio station.
- In extreme cold, have every vehicle in use equipped with an emergency supply of water, food, blankets and other emergency supplies.
- Heat exhaustion is possible at even relatively normal summer temperatures. Wear adequate clothing to protect the head and body from direct sun exposure.
- During the heat, increase fluid intake to prevent dehydration.
- Do not gamble with lightning. Take cover before it strikes around you.
- Be aware that precipitation increases the chance of equipment slipping or rolling over on slopes and hills.

## All Terrain Vehicles

The Consumer Product Safety Commission (CPSC) estimated that for 2003 ATVs were responsible for 125,500 injuries that required emergency treatment. This was the second consecutive record-breaking year. ATVs require constant attention to avoid accidents. Before anyone is allowed to ride an ATV, the instruction/safety book should be thoroughly reviewed and all rules followed. An ATV is not a toy. No one should be allowed to operate the vehicle unless he/she is completely trained on how to use it safely.

The following are general safety rules from the Specialty Vehicle Institute of America. These guidelines should not be substituted for specific rules provided by your ATV manufacturer.

- Never allow a child to ride a full size ATV.
- Helmets save lives. The CPSC believes helmets may reduce the risk of death from ATV related injuries by up to 42 percent. Always wear protective headgear.
- Do not ride double. No passengers allowed.
- Do not use an ATV on paved roads—they are designed for off-road use only.
- No speeding allowed. Never exceed the recommended speed of your vehicle.
- Require every driver to review the operating manual and practice driving the ATV in a flat area before allowing use of the vehicle.
- The ATV is unstable when climbing hills; follow the manufacturer's instructions for hill climbing.



## Anhydrous Ammonia Safety

Exposure to anhydrous ammonia can cause blindness, lung damage, burns or death. If you or your workers are exposed to it, immediately flush the exposed body area(s) with water for at least 15 minutes. Seek medical attention once emergency first aid treatment has been administered. The following step-by-step procedures can be followed when using anhydrous ammonia:

### THIS LIST IS A SAMPLE ONLY!

- Exercise great care when working with or hooking up the nurse tank.
- Wear approved safety gloves and goggles at all times.
- Take the glad hand coupler from tank. Never point the open end at yourself or anyone else, and never handle the hose by the valve because it could open and cause injury.
- Make sure all bleed cocks are closed and the electric switch is turned off on the tractor.
- Only after the above steps have been completed, you are safe to turn the glad hand to coupler on the cultivator.
- Very slowly open the valve hooked to the cultivator. If no vapor leaks out, open fully.
- Now you are ready to open the valve on the nurse tank. Always keep yourself upwind with your back to the wind.
- Very slowly open the tank valve. If no vapor leaks out, open the valve fully. Keep a clear path so if there is a leak, you can jump off the front wheel and make a clean getaway. If there is a major leak, never try to get back to shut off the tank.
- Check all of the hookup pins.
- Now you are ready to mount the tractor and go to work.
- Replace the empty NH<sub>3</sub> nurse tank by first shutting the valve off on the nurse tank, and then getting back on the tractor.
- Shut the door and turn nitrolator switch on, thus draining the nurse tank hose.
- Check your safety sheet and when there is no vapor, close the valve on the cultivator.
- Open bleed cock until there is no vapor.
- Close bleed cock.
- Remove glad hand very slowly. There should be no vapor.
- Place hose back on tank.

### IMPORTANT

Always precisely follow directions on chemical labels, and remember that all pesticides should only be used by licensed applicators. For more information, contact the Montana Department of Agriculture at (406) 444-3144.

## Montana Safety Culture Act

The 1993 Montana State Legislature enacted the Montana Safety Culture Act. It encourages workers and employers to create a philosophy of workplace safety by raising awareness and implementing a safety program for all employees and employers.

Taking risks is an inherent part of all agricultural operations because of weather, market fluctuations, etc. However, taking risks with the safety and health of employees is not worth the exposure to potential high level losses. Money spent on establishing and maintaining a farm/ranch safety program has a high rate of return in preventing indirect costs to the operation. Making safety a priority and actively promoting safety to your employees can change your employee's behavior toward safety and reduce the number of workplace accidents.

### Requirements and recommendations of the Montana Safety Culture Act

Every employer shall establish, implement and maintain an educational-based training program that will, at a minimum:

1. Provide each new employee with a general "Safety Orientation," containing information common to all employees and appropriate to the business operations, before they begin their regular job duties (see Appendix A, Forms 1-3).
2. Provide "Task-Specific" safety training appropriate for employees before they perform that job or task without direct supervision (see Appendix A, Form 4).
3. Provide continuing regular refresher safety training (see Appendix A, Form 5).
4. Provide a system to develop an awareness and appreciation of safety via periodic safety meetings, posters, safety incentive programs and/or newsletters.
5. Provide, at least annually, periodic self-inspections for safety hazard assessment or when new equipment or worksites are established (see Appendix A, Form 6).
6. Provide and keep documentation of performance of activities that comply with 1 – 5 above for three years, which will include annual review materials and documented corrective actions. This includes signed copies of a Safety Orientation Statement, a written safety plan, safety meeting records, safety inspection records and other records dealing with employee safety.

## Requirements and recommendations for employers with more than five employees

Employers with more than five employees must meet all the requirements and recommendations of the Montana Safety Culture Act, listed on page 20, plus three additional requirements listed below:

1. Must have policies and procedures that assign specific safety responsibilities and safety performance accountability.
2. Must have internal procedures for reporting, investigating and taking corrective action on all work-related incidents, accidents, injuries, illnesses and known unsafe work conditions or practices.
3. Must have a safety committee that:
  - A. Is composed of employee and employer representatives and holds regularly scheduled meetings at least once every four months.
  - B. Includes membership of employee volunteers or those elected by their peers.
  - C. Documents fact-finding activities that assist the employer in identifying and dealing with potential safety hazards.

Further information can be found through the Department of Labor and Industry at [erd.dli.mt.gov/safetyhealth/cultureact.asp](http://erd.dli.mt.gov/safetyhealth/cultureact.asp).

## Montana Independent Contractor Program

Understanding the requirements of an independent contractor, and requiring those who do contract labor for you to do the same, will save you the potential of being held liable for workers' compensation insurance and other employee benefits. Independent contractors are responsible for their own on-the-job-safety program. All new hires of job specific tasks of an agricultural operation should provide the hiring entity with proof of being an independent contractor; proof of general liability insurance; and, if they have employees that maintain workers' compensation on them, proof of that.

Hiring entities are obligated to ensure that the workers they hire as independent contractors truly are independent contractors. To do this the hiring entity should:

1. Obtain proof of independent contractor status within Montana.
2. Obtain proof of workers' compensation coverage on themselves, or obtain an Independent Contractor Exemption Certificate.
3. Obtain proof of workers' compensation insurance on any employees hired by the independent contractor.

For more information on independent contractors, please contact the Employment Relations Division at (406) 444-9029.

# Appendix A

## Sample Forms and Checklists





## Form 1 – Sample Safety Policy Statement

It is the policy of \_\_\_\_\_ to provide all employees with a safe and healthy workplace. An effective health and safety program is an integral part of conducting business; safety must be a part of everything taking place within our operations, and it is everyone's responsibility.

The company will provide safe conditions for each of its employees; in return the company expects all employees to recognize their obligation to conduct themselves with regard not only to personal safety, but also for the safety of fellow employees.

To ensure that a safe working environment is maintained, all employees must actively promote safety and accident prevention as an integral part of their normal job functions.

Each employee is responsible for implementing this policy by continually observing safety practices, guidelines and standards throughout the workday.

Since safety and quality operations are integrated and inseparable, similar methods of control are required to address accident prevention as are used to maintain process quality, efficiency and customer relations.

Of even more importance are the loss of earnings and physical injuries suffered by employees as a result of accidents. These factors justify a constant and intensive accident prevention program.

Full cooperation of all employees is essential to successfully achieve this safety policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Form 2 – Safety Orientation

### Purpose

Orientation of new employees, rehires and part time employees will provide an introduction of company policies and rules, and will include a thorough safety briefing. The employee should also be advised how his/her job is important to the finished product or service and clearly understand how he/she can do this job safely.

### Procedure

The immediate supervisor of the employee will give job safety instructions. Managers and supervisors will give job assignments in such a way that allows the employee to work safely. If at any time employees do not understand their assignments, they are to ask for assistance.

It is company policy that all accidents must be reported to your immediate supervisor, regardless of the seriousness of the incident. Report the injury to your supervisor as soon as possible.

### Remember:

- Do not enter any accident site until it has been determined safe to do so.
- Do not move a victim except to prevent further injury.
- Render first aid if you are trained to do so.
- Call for emergency service as quickly as possible.
- Report the injury to your supervisor. Each manager has a list of latitude and longitude coordinates for remote camps and homes. Should it be necessary to call a helicopter ambulance, these coordinates should be given to the dispatcher for navigational purposes.

---

 Employee Signature

---

 Date

---

 Employer/Supervisor Signature

---

 Date

## Form 3 – Worker Orientation

The following form can be used as a guideline to assist you with your safety program when hiring new employees and or seasonal workers. Give one copy to your employee and keep one copy for your records.

Date \_\_\_\_\_

Name \_\_\_\_\_

Location \_\_\_\_\_

Discuss work assignments (i.e., precautions, warnings, hazards):

\_\_\_\_\_  
\_\_\_\_\_

Discuss hazard communications and/or the Worker Protection Standard for agricultural chemicals and the employer's safety and health rules:

\_\_\_\_\_  
\_\_\_\_\_

Explain the employer's procedures for workers to contact supervisors or managers in case of an accident, illness or problems related to safety or health:

\_\_\_\_\_  
\_\_\_\_\_

Explain the employer's procedures for treatment of injured or sick workers and the summoning of emergency assistance:

\_\_\_\_\_  
\_\_\_\_\_

List the locations of posted safety and health information:

\_\_\_\_\_  
\_\_\_\_\_

List training conducted:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Supervisor Signature

\_\_\_\_\_  
Date

## Form 4 – Task Specific Training Tips

**Always read instructions and/or manuals for any piece of equipment, any chemical or any process, etc., even if you think you know what you are doing!  
If in doubt about anything, ask!**

### General

- Keep tools in good working condition and stored appropriately.
- Check all ax heads before use to ensure they are tight and in good repair.
- Know how to use battery chargers correctly, including:
  - o Correct method for setting the battery charger.
  - o How to remove the battery caps.
  - o Use appropriate personal protective equipment.
  - o The correct method for jump-starting trucks and tractors.
- Never work under or around a jacked up vehicle without it being blocked up.
- Never leave anything in unmarked containers, including small amounts of oil, antifreeze, etc.
- Always use appropriate eye protection when there is a risk of eye injury, such as when grinding.
- Use tools correctly and only for the purpose they were intended. Using extension bars or undue force can cause tools to break and injure someone.
- Make sure no combustible materials are near the welder or in an area where welding activities are taking place.
- All welding equipment needs to be checked by an experienced person before use.
- Make sure adequate ventilation is maintained, especially in conjunction with operations such as welding, running engines, chemical usage/storage, and any type of fuels/mist/vapor use or generation.

### Lifting and Carrying

- Look over object to be lifted. Make sure it is not too heavy, bulky or awkward.
- Know how to lift safely:
  - o Stand close to the load with feet apart for good balance.
  - o Make sure footing is secure.
  - o Bend your knees and straddle the load while keeping your back as straight as possible.
  - o Get a good grip. Many lifting accidents occur when the load slips off the fingers.
  - o Straighten your knees and stand. Avoid quick, jerky motions.

- Avoid lifting whenever possible by pushing, pulling, rolling, sliding or using mechanical aids (dollies, hand carts, etc.).
- Know your physical limitations.
- If in doubt about your ability to move an object alone, get help.
- Realize that as we age it takes less strain to injure our backs.

These simple techniques make lifting easier and safer. Preventing painful lifting and carrying injuries to your back is up to you.

### Feed Handling, Grinding and Storage

- Cover all but the load box or chute on augers, whether stationary or portable.
- Guard all chains, belts and shafts on auger power supply.
- Ventilate silos thoroughly before entering and use a lifeline.
- Maintain vertical face when uploading a pit silo to prevent collapse.
- When working in bins, bunkers, hoppers, etc., use safety belts and lifelines attended by a helper at all times.
- Supply and discharge of materials must be stopped any time someone enters the storage area.
- If a jam occurs that cannot be cleared with a push stick, bring the machine to a zero mechanical state before attempting to clear it. OSHA requires a lock-out/tag-out program and specific training to be provided for any businesses that have power equipment.
- Padlock and disconnect switches for electrically operated machinery in the "off" position until repairs have been completed and guards reinstalled. When workers must enter storage areas, they should stay above the material at all times and should never stand on top of stored materials.
- Install and maintain proper guardrails on all overhead catwalks/runways and around feed mills/storage facilities.

## Machine Safety

- Never operate any machine you have not been trained to use.
- Never operate a machine without proper instructions.
- Never operate a machine without proper guards in place.
- Never allow riders on tractors or four wheelers without permission of supervisors.
- Always use appropriately rated chains, cables or tow straps for heavy pulling.
- Keep bystanders away from area when pulling. Chains, cables and tow straps can break and backlash.
- Seat belts on all vehicles must be worn when operating the vehicle. ROPS equipped machinery has seat belts to hold you within the safety zone of the frame or enclosure if an accident occurs.
- Never mount or dismount a machine while it is moving.
- Never jump off a machine; climb down instead. Try to maintain three points of contact when entering and exiting from tractors, trucks, or trailer units.
- Keep floor and bench areas clean and dry. Avoid working on oily or wet floor areas.
- Never remove radiator caps without adequate protection against scalding steam and hot water.
- Turn off motor before adjusting, cleaning or repairing any part of any machine. Remember to padlock safety disconnect switches on electrically powered equipment before performing maintenance work.
- Always shut down machinery before fueling, only fuel from a properly grounded and bonded fueling apparatus, and only use an approved container.
- Fueling should not occur where ignition sources are not controlled. Ignition sources include, but are not limited to, places with smoking, welding, open flames or equipment heat that could ignite the fuel.
- Use a checklist weekly (more often if recommended by the manufacturer) to check condition of machinery before operating. A preventative maintenance program should be developed and followed.
- Never wear loose clothing or dangling jewelry around machinery.
- Confine long hair to prevent it from being caught in machinery.
- Display the "slow moving" emblem on all farm machinery.
- If a jam occurs, shut the machine down before attempting to clear the jam or make adjustments.
- Power-Take-Off should be properly guarded at all times. The master shield should be in place and secured with a retaining pin and the PTO shaft guard installed. Drivelines should be fully shielded to include connection joints.
- Guard V-belts, pulleys, sprockets, chains and shafts to prevent accidental contact. Replace guards before starting machine if they were removed for maintenance or repair work. Use approved guards and install guards where needed or missing.

## Tractors and Motorized Equipment

- Inspect brakes, steering, tires and lights daily and repair as needed.
- Shut down the engine and set brakes when making any adjustments, when hitching tools or when tractor is left unattended.
- Avoid tight-radius turns that could permit implements to “climb up” the tires. Apply brakes slowly to avoid overturns.
- Always use hitch provided; never hitch to axel housing. Hitch low to reduce possibility of overturns.
- Start slow to avoid overturns. Operate at moderate speeds; when in doubt, slow down.
- Use extra care when turning on a slope, side hill or rough/uneven ground. Tractors have a high center of gravity and overturn easily. Since wheel tractors are light on the front end, it is best to go up a steep hill backward to prevent a rear overturn.
- Slow down before turning. This is particularly important at turn rows close to an irrigation ditch.
- Tractors should be provided with factory-developed rollover guards and seat belts.
- Always be seated when operating a tractor. Never stand.
- Never permit riders on either the tractor or towed equipment unless it is designed for passengers.
- Never mount or dismount a tractor while it is in motion.

## All Terrain Vehicles

- Never allow a child to ride a full size ATV.
- Helmets save lives. Always wear protective headgear.
- Do not ride double unless properly designed for passengers.
- Do not use an ATV on public roads unless they are equipped and licensed as “street legal.” ATVs are designed primarily for off-road use.
- No speeding allowed. Never exceed the recommended speed of your vehicle.
- Require every driver to review the operating manual or safety video and practice driving the ATV in a flat area before allowing the use of the vehicle elsewhere.
- The ATV is unstable when climbing hills; follow the manufacturer’s instructions for hill climbing.
- All new employees must have a check ride.
- Understand method of crossing ditches at the right angle to the ditch.
- Never take risks by riding up a hill that is too steep.
- Know how to load properly and adjust for terrain.
- Do not trust parking brakes.
- Understand that ATVs will turn very short and roll at high speeds.

## Pickups

- Be certain that all drivers have a valid driver's license.
- Know how to cross ditches on the diagonal.
- Do not try to get across swamps or steep hills just to save some walking.
- Do not trust parking breaks.
- Wear the seat belt at all times when in the vehicle.

## Fencing

- Use appropriate Personal Protective Equipment (PPE) such as boots and gloves.
- Always wear appropriate clothing.
- Be cautious of lightning and other weather concerns in the area.

## Chain Saws

- Supervise inexperienced users.
- Require eye protection.
- Require hearing protection or earplugs.
- Keep first aid kits available.
- Clearly label saw gas containers.
- Inspect saws and chains daily for general condition.
- Ensure that saw has working safety feature.

## Post Pounder

- Require eye protection for person holding post.
- Require hearing protection or earplugs for the driver and the person holding post.
- Practice hand signals before pounding post.
- Hold post with closed fist.
- Do not wear loose clothing or hanging glasses, etc.
- Do not reach around post to get to controls. Walk to the other side.
- Fasten safety chain when moving pounder.
- Only allow experienced tractor drivers to drive in bad terrain. Inexperienced drivers must be completely checked out and have practice time.
- Use heavy rubber gloves when handling treated posts.



## Fire

- Know location of all fire extinguishers.
- Save yourself first.
- Ban smoking in barns and shops.
- Keep all fire extinguishers charged and up-to-date.

## Burning Trash

- Burn only during rainy weather and with proper permits and permission.
- Have county fire district phone number with person at burning site.
- Have GPS coordinates available.

## Wildlife

- Be aware of what is around you and stay alert.



## Form 5 – General Safety Rules

Farming and ranching consist of a variety of tasks performed in constantly changing conditions. Many of these tasks have the potential for a certain degree of risk, which can be increased by inattentive or careless behavior.

Adherence to the following general safety rules will promote the development of safe work habits and help prevent accidents. Failure to follow these rules could result in warnings, followed by dismissal for a repeat offender.

1. Arrive at work on time, alert and without external distractions or personal problems that could endanger you or other employees.
2. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with a supervisor.
3. Wear appropriate clothing, including foot and hand wear, that does not risk entanglement with equipment or livestock.
4. Work as a team member by closely observing the actions of co-workers while avoiding all types of distractive behavior. Fighting and horseplay are expressly forbidden and may result in immediate dismissal.
5. Materials should be stored in a safe manner. You are expected to keep your work areas and/or machine as clean and uncluttered as possible.
6. Observe all hazard warnings and "No Smoking" signs.
7. Know where fire extinguishers and first aid kits, etc. are located and keep the path to reach them clear.
8. Work calmly and quietly around livestock, and be especially alert and observant to avoid action or reaction to changing situations that may place you or others at risk.
9. Use extreme care when operating a vehicle on ranch roads or rural county roads (gravel). These roads often have blind hills, poorly engineered corners and unstable surfaces.
10. Operate only equipment you are authorized and trained to use. Be alert that all guards and protective devices are in place and operable.
11. Do not attempt to operate equipment without special permission unless it is part of your regular duties.
12. Practice proper lifting by bending at the knees and using your legs. Avoid lifting and turning at the same time.
13. Use protective equipment appropriate for the task.
14. Avoid carrying sharp-edged tools in your pockets.
15. Report hazardous conditions, unsafe acts, property damage, injury or illness to your supervisor as soon as possible after discovery.
16. Promptly seek medical treatment for injuries, should one occur.

These safety rules have been written and provided to you for your safety. Take the necessary time to read and understand them. If you need additional information, feel free to ask your supervisor. Please keep this copy in a convenient place for future reference.

Your signature below indicates you have read and understand these rules, and further, that you accept the responsibility of using good judgment at all times to make workplace safety your number one priority.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Supervisor Signature

\_\_\_\_\_  
Date

## Form 6 – Sample Farm Assessment

Name of farm owner \_\_\_\_\_

Name of evaluator \_\_\_\_\_ Date \_\_\_\_\_

Administrative Requirements	Yes	No	N/A
Occupational injury and illness records are current?			
Personal safety equipment is provided? (Masks, goggles, ear plugs, etc.)			
Personal safety equipment is used?			

Emergency Response and First Aid/CPR Considerations	Yes	No	N/A
An emergency response plan is in place?			
Employees have been trained for any duties they may perform in the course of an emergency?			
Employees have received CPR/first aid training?			
Refresher training is provided at least annually?			
First aid kits are adequately supplied?			
Adequately supplied first aid kits are available to employees in all vehicles and work areas?			
Employees are notified of the location of available first aid kits?			
All exits are continually maintained to be free of all obstructions and/or impediments?			
Automatic turn-off units are provided and used where appropriate?			
Emergency shut-offs are installed, visible and easy to access?			
Emergency contact numbers are posted and easily accessible?			
GPS coordinates are visibly posted?			

Fire Prevention and Protection	Yes	No	N/A
Procedures for notifying emergency response units have been established and communicated to employees?			
Portable fire extinguishers are provided, mounted, located and identified?			
Portable fire extinguishers are readily available?			
Where portable fire extinguishers are provided for employee use, there is an educational program on their use?			
Fixed fire extinguishing systems are inspected annually to assure that the system is maintained in good operating condition?			

General Environmental Conditions	Yes	No	N/A
Waste containers are emptied regularly?			
Containers have tight fitting covers (where needed)?			
Areas are free of rodents, insects and vermin?			
Toilet facilities are clean and accessible?			
Drainage is provided so area doesn't pollute the environment and maintains a dry work area?			
Oily rags are stored in a metal container with a tight fitting lid?			

Ventilation	Yes	No	N/A
Adequate ventilation is available for:			
Running engines?			
Chemical usage/storage?			
Fuels and fume, mist and vapor generation?			
Other (please describe)?			

Materials Handling and Storage	Yes	No	N/A
Aisles and passageways are in good repair, kept clear and properly marked?			
Materials are securely stacked when stored?			
Good housekeeping is maintained in storage areas?			
All upright cabinets are secured to prevent tip over?			

Special Activities	Yes	No	N/A
All employees are instructed as to the hazards of their work and instructed in safe practices?			

Electrical	Yes	No	N/A
Ground fault circuit interrupters (GFCIs) are used everywhere they should be?			
Exposed metal parts of cords and plug-connected appliances and machinery that may become energized are grounded?			
No extension cords are used as a substitute for fixed wiring?			
All fixed equipment is hard wired?			

Farmstead and Buildings	Yes	No	N/A
Buildings are convenient for moving equipment in and out?			
Overhead lighting is sufficient to illuminate general working and walking areas?			
Appropriate type of heating/cooling system is available for work environments?			
Flammable and combustible materials are stored away from units?			
Farmstead and buildings are free of trash and junk?			
Buildings and outdoor work areas are well lighted?			
Above ground fuel tanks have emergency containment structures built around them?			
"No Smoking" signs are displayed near fuel storage and refueling areas?			
Weeds and combustible materials are kept away from fuel storage areas?			
Telephones or remote communication devices are provided in each major farm building?			
Emergency phone numbers and GPS coordinates are clearly posted?			
Fully charged ABC fire extinguishers are located in each farm building and vehicle?			
Well maintained first aid kits are maintained in each major farm building and all vehicles?			
Electrical wiring is in good condition and supported in conduit?			
Electric outlets are three pronged grounded type?			
Stairs and ladders are in good condition?			
All ladders on elevated structures more than 20 feet tall are caged?			
Stairways are provided with railing on at least one side?			
All fixed stairways in excess of 88 inches wide are provided with a center railing?			
Seven feet vertical clearance is maintained above any stair tread?			
Stairs are clear of objects and slippery substances?			
Floors are clean, free of broken concrete, slick spots or other impediments that may cause a fall?			

Chemicals	Yes	No	N/A
All chemicals are properly labeled?			
Material Safety Data Sheets (MSDSs) are immediately available to anyone who may use or otherwise come in contact with a substance?			
Chemicals are only used for intended purposes?			
Chemicals are stored away from livestock feed supplies?			
Chemicals are stored out of reach of children?			
Chemicals are stored in a locked, properly labeled area?			
Chemicals are always used with appropriate personal protective equipment?			
Anyone who uses a chemical is trained in its proper use?			
First aid supplies are available to the user as outlined on the label and/or MSDS sheet?			
Old and/or outdated chemicals are discarded according to label or MSDS sheet?			

Shop	Yes	No	N/A
Signs stating "Eye Protection Required" are posted by all machines and areas where appropriate?			
Signs stating "Hearing Protection Required" are posted by all machines and areas where appropriate?			
Welding and cutting equipment appears to be properly used and maintained?			
Flashback arresters are installed on all oxygen and acetylene bottles in use?			
Employees always use protective equipment when advisable?			
"No Smoking" signs are posted near oxygen/acetylene welding areas?			
Safety signs are posted and observed?			
Portable power tools are maintained in safe conditions?			
All heating/cooling units are safely installed to manufacturers' requirements?			
Adequate air is supplied to remove exhaust and supply oxygen?			

**Crop and Feed Storage Areas**

Yes No N/A

	Yes	No	N/A
Entrances to feed and crop storage areas are locked?			
Flowing grain hazard warnings are posted at storage facilities?			
Silo and bin ladders are in good condition?			
All bins have both inside and outside ladders?			
Fully charged ABC fire extinguishers are available in storage areas?			
Approved respirators are used when appropriate?			
Warnings concerning the dangers of silo gases are posted?			
Storage and drying areas are free of trash?			
Electric motors are placed in areas with adequate ventilation, free of trash and other debris?			

**Tractors**

Yes No N/A

	Yes	No	N/A
All PTO master shields are in place?			
Reflectors, SMV emblems are clean and unfaded?			
Tractors are equipped with ROPs?			
ROP equipped tractors have seat belts?			
A five pound minimum ABC type fire extinguisher is available on each tractor?			
All lights and flashers are in working order?			
Cab windows and mirrors are clean to maintain visibility?			
Operator's platform is kept clear of grease, mud and tools?			
Fuel, oil and hydraulic systems are free of leaks and proper fluid levels are maintained?			
Tires are in good condition and properly inflated?			
Muffler and exhaust systems are properly maintained?			

**Tillage/Planting Equipment**

Yes No N/A

	Yes	No	N/A
Equipment has reflectors and lights for highway travel?			
Guards and shields are in place protecting belts, pulleys, shafts, chains and PTOs?			
Hydraulic components are kept in good working order and free of leaks?			
Hydraulically raised equipment has transport locks to take load of hydraulic system during transport?			
Tires are in good condition and properly inflated?			



**Wagons and Hauling Equipment**

Yes No N/A

Lights and reflectors are in place and working?			
Guards and shields are in place protecting belts, pulleys, shafts, chains and PTOs?			
Each piece of equipment has clean, unfaded SMV emblems?			
Tires are in good condition and properly inflated?			
Wheel lugs are in place and tightened?			

**Harvesting Equipment**

Yes No N/A

Guards and shields are in place protecting belts, pulleys, shafts, chains and PTOs?			
Ladders and steps are in good condition?			
SMV emblems are available for each machine that will be on the road?			
Combines equipped with at least a ten pound ABC type fire extinguisher?			
Operator's manual is available for reference when making adjustments?			
Fuel, oil and hydraulic systems are free of leaks?			
Belts and chains are properly adjusted?			
Safety latches, jack stands and/or safety locks are properly working?			
Flashers and lights are working properly?			

**Portable Augers and Elevators**

Yes No N/A

All belts, chains and PTO components are properly shielded?			
Auger inlet is shielded?			
Winch is in good working order and prevented from "freewheeling"?			
Winch cable is free of corrosion or damage?			
No overhead power lines are located near where portable augers or elevators are commonly used?			

**Cattle, Sheep, Hogs and Other Livestock**

Yes No N/A

	Yes	No	N/A
Livestock are handled quietly?			
Facilities and gates are in good, safe working order for livestock and workers?			
Livestock are used to being handled:			
With horses?			
With ATVs or motorcycles?			
On foot?			
With more than one person in pen?			
Around dogs?			
Around children?			

**Working with Horses**

Yes No N/A

	Yes	No	N/A
Horses are well trained?			
Horses are sound?			
Horses are in good working shape?			
Different horses are used for different jobs and situations?			
Tack is in good repair and safe?			
Horses are matched with riders capabilities?			
The facilities for handling horses are safe and in good shape?			

**Fields and Roadways**

Yes No N/A

	Yes	No	N/A
Large, immovable obstacles are flagged or well marked and visible, even in tall crops?			
Buffer zones along drainage ditches give tractors or combines ample turning room?			
Low branches of trees are trimmed to allow machinery to pass underneath?			
There is clear vision in both directions as you enter the road or highway from the farm driveway or fields?			
The driveway entrance is wide enough to permit entering and exiting without swinging truck, tractor or combine into opposite lane of traffic?			

## Additional Resources

### Montana State Fund

800-332-6102

[www.montanastatefund.com](http://www.montanastatefund.com)

### Montana Department of Labor

(406) 444-5600

[erd.dli.mt.gov/safetyhealth/sbhome.asp](http://erd.dli.mt.gov/safetyhealth/sbhome.asp)

### Occupational Safety & Health Administration

[www.OSHA.gov](http://www.OSHA.gov)

### Young Workers in Agriculture

Montana State Fund: [www.safemt.com](http://www.safemt.com)

OSHA: [www.osha.gov/SLTC/youth/agriculture/index.html](http://www.osha.gov/SLTC/youth/agriculture/index.html)

State of Montana: [erd.dli.mt.gov/laborstandard/wagehrchild.asp](http://erd.dli.mt.gov/laborstandard/wagehrchild.asp)

### Agriculture Machinery Safety

[ag.arizona.edu/agsafety/machine/machineframe.htm](http://ag.arizona.edu/agsafety/machine/machineframe.htm)

### Manure Pit Safety

[web.extension.uiuc.edu/agsafety/research/manure\\_storage.html](http://web.extension.uiuc.edu/agsafety/research/manure_storage.html)

### Weather

[weather.gov/view/states.php?state=mt&tmap=on](http://weather.gov/view/states.php?state=mt&tmap=on)

### ATV Safety

[www.cdc.gov/nasd/menu/topic/machinery\\_atv.html](http://www.cdc.gov/nasd/menu/topic/machinery_atv.html)

### First Aid/CPR

[www.montanaredcross.org](http://www.montanaredcross.org)



5 South Last Chance Gulch  
P.O. Box 4759 • Helena, MT 59604-4759  
800-332-6102 • 406-444-6500 • 406-444-5963 Fax  
TDD-TTY 406-444-5971  
[www.montanastatefund.com](http://www.montanastatefund.com)