

Farm Vehicle Health Check Scheme



BE SAFE ON ROAD

BE SAFE OFF ROAD

Code of Practice

For equipment and machinery used in the agricultural and amenity industries

Ensuring the safety of mobile work equipment - practical guidance on how to comply with the law

Introduction

Agricultural motor vehicles, agricultural trailers and agricultural trailed appliances are exempt from the normal MOT or plating and testing requirement applied to many other types of road vehicles. However, this does not mean that the integrity and regular maintenance of such equipment is any less regulated or important. Agricultural, grounds care and amenity motor vehicles, trailers and trailed appliances are subject to both the Health and Safety at Work etc Act 1974 (HSW Act) and the Provision and Use of Work Equipment Regulations 1998 (PUWER 98).

The purpose of this Code of Practice is to help operators who use such equipment to comply with the legislation in a practical manner using a common set of forms and to promote proper maintenance and safe practices.

The guidance has been drawn up through a cross-industry initiative.

The partners in this initiative are:

- British Agricultural and Garden Machinery Association (BAGMA)
- Agricultural Engineers Association (AEA)
- National Association of Agricultural Contractors (NAAC)
- NFU England and Wales (NFU)
- NFU Scotland (NFUS)

With guidance from:

- Vehicle & Operator Services Agency
- Association of Chief Police Officers
- Department for Transport
- Health and Safety Executive
- NFU Mutual



Training for users

Employers must ensure that all operators, supervisors, volunteers and managers are properly trained and know how to use work equipment safely. It should include training in the:

- methods which should be adopted when using the work equipment;
- risks which may be encountered; and
- precautions that need to be taken.

Training and supervision is particularly important for young people because of their lack of experience and limited risk awareness. Employers must also ensure that casual workers receive appropriate training and instruction. Induction/familiarisation training is particularly important.

Recognised training courses can be found from your local training/assessment group, your local training provider, or via BAGMA on 0870 205 2834, www.bagma.com.

Getting the operator involved

To comply with the law, daily checks must be carried out. Using the check sheets in the centre of this booklet, the operator can carry out basic checks. The operator's manual will highlight the checks that should be carried out on a daily basis.



PTO shafts must be properly guarded

Basic tips for helping to reduce machinery accidents

Before you start work in the morning walk round the machine/vehicle and check the following:

- Oil/fuel/water levels and leaks.
- Tyre condition and wheel fixings.
- Safety guards are fitted and working safely
- The steering wheel is working correctly.
- Brakes and hand brake function effectively.
- Flashing beacons and warning devices work.
- All lights/reflectors/indicators are working correctly and are clean.
- The mirrors, both internal and external, are in position and are clean.
- All implements are attached correctly.
- All external services are fitted correctly.
- The driver's seat is properly adjusted for your weight and comfort.
- You can see clearly in all directions.

Check mirrors



Flashing beacons



Check lights



Check indicators



Check visibility aids daily



Checking your brakes





Checking brakes and braking efficiency correctly requires special equipment that will generally not be available on farms or in the workplace. There is obviously a need to check your brakes and you can use a simple test to give an indication that they are working properly before using the vehicle on or off road.

Preparing a braking area

You will need to identify a suitable area to carry out a simple brake test. It should preferably be a flat area with sufficient run off in case of a problem with the brakes following the test.

Remember to consider the general health and safety aspects of setting up such an area. Is it near to buildings or where pedestrians are likely to walk? Are any livestock or other hazards likely to be in the test area?

Once you have identified a suitable area, preferably a level hard surface, mark out the braking area by painting lines or marker posts at appropriate intervals, eg 5 m apart. Drive towards the braking area at the chosen approach speed and as you pass the first marker apply the brakes firmly and smoothly to stop the vehicle under control, ie without skidding. Mark the point where you stop and measure the stopping distance. If this distance is greater than shown in the table below, you may need to carry out some adjustment or maintenance work.

<i>Approach speed</i>	<i>S t o p p i n g d i s t a n c e</i>
10 mph (16 km/h)	 13' 5" (4.09 m)
12 mph (19 km/h)	 19' 4" (5.89 m)
15 mph (24 km/h)	 30' 3" (9.9 m)
20 mph (32 km/h)	 53' 9" (16.38 m)

Check sheets

The following sheets will help you if you want to do your own maintenance or use your dealer for maintenance. Again the key reason for using the sheets is to ensure compliance with PUWER 98.

Both these sheets are designed to help operators of the tractor/trailer/trailed appliance keep their machine in good working order at all times of the year. Sheets can also be obtained from your nearest BAGMA member.



Vehicle Health Check

This check sheet is designed to help the user ensure that the relevant vehicle is correctly and safely maintained. Any items which are found to need specific rectification would normally be best dealt with by a qualified technician. Safety critical items should always be rectified by a qualified technician. The responsibility for the provision of a safe vehicle and its safe use remains with the owner or driver. The operator's manual should be with the vehicle at all times.

Owner's Name:	
Job Ref No:	Engineer's Name:
Make:	Model:
Serial No:	Reg No:
Date:	Hours / Mileage:

Key	
A	Adjusted
CC	Checked Completed
GR	Greased
NAT	Needs Attention
NA	Not Applicable
RE	Replaced
TU	Topped Up

Is the vehicle under a suppliers warranty or insurance programme? Yes / No

Vision

Key	
A1	Front Windscreen Wipers & Washers
A2	Front Windscreen
A3	Rear Windscreen Wipers & Washers
A4	Rear Window
A5	Side Windows
A6	Doors
A7	Inside Mirrors
A8	Wing Mirrors

Lights

Key	
C1	Flashing Beacon
C2	Headlights
C3	Front Side Lights
C4	Rear Side Light
C5	Front Indicators
C6	Rear Indicators
C7	Function of Lights
C8	Indicator Fixings
C9	Brake Lights
C10	Front Work Light

Miscellaneous cont

Key	
E7	Check Chain Wear
E8	Engine Oil Level & Filter
E9	Transmission Oil Level & Filter
E10	Hydraulic Oil Level & Filter
E11	Radiator Level
E12	Radiator Cap
E13	Fuel Filter
E14	Air Filter
E15	Cab Filter
E16	Fan Belt

Vehicle Health Check Sheet

This sheet will be used by dealers to assess a vehicle, at an interval suitable to the dealer and for the dealer to supply the parts for the customer to carry out the job on site.



Trailed Appliances Health Check

This sheet is designed for the recording of maintenance schedules on trailed equipment such as trailers, balers, sprayers, and mounted equipment such as ploughs. Due to the diverse range of equipment on the market this sheet should be used as a guide and the comments section should be used for additional items.

This check sheet is designed to help the user ensure that the relevant vehicle is correctly and safely maintained. Any items which are found to need specific rectification would normally be best dealt with by a qualified technician. Safety critical items should always be rectified by a qualified technician. The responsibility for the provision of a safe vehicle and its safe use remains with the owner or driver. The operator's manual should be with the vehicle at all times.

Owner's Name:	Engineer's Name:
Job Ref No:	Model:
Make:	Reg No:
Serial No:	Hours / Mileage:
Date:	

Key	
A	Adjusted
CC	Checked Completed
GR	Greased
NAT	Needs Attention
NA	Not Applicable
RE	Replaced
TU	Topped Up

Is the vehicle under a suppliers warranty or insurance programme? Yes / No

Wheels / Tyres

Key	
A1	Tyre Condition / Pressure - N/S
A2	Tyre Condition / Pressure - O/S
A3	Brake Connectors
A4	Wheel Bearings - N/S

Lights

C1	Flashing Beacon
C2	O/S Side light
C3	N/S Side light
C4	O/S Brake light
C5	N/S Brake light
C6	Left Indicator

Miscellaneous

E1	Air Brake Connectors
E2	Parking Brake Connectors
E3	Parking Brake Cabling
E4	Cable Mountings
E5	Silage Side Mountings
E6	Grain Chute

Trailed Appliance Health Check Sheet

This sheet will be used by dealers to assess a trailed appliance at an interval suitable to the work, or for the dealer to supply the parts for the customer to carry out the job on site.

dealer and customer. The customer then has an option of asking the dealer to carry out the

	Weight Specification Plate	E7
	7 PIN Connectors	E8
	Brake Hoses	E9
	Points / Discs	E10
	Blades	E11
	Drive Belts	E12
	Hitching Points	E13
	PTO Shaft	E14
	PTO Guard	E15
	Depth Wheels	E16
	Guards	E17
	2nd Towing Hitch	E18
	Strap / Rope Fixings	E19
	Load Cover Mechanism	E20
	Trailer Ramps	E21

	Right Indicator	C7
	Function of Lights	C8
	Indicator Fixings	C9
	Brake Light Housing	C10
	Cabling	C11
	Hazard Warning Lights	C12
	Number Plate Light	C13

Tipping Systems		Key
	Hydraulic Hoses	D1
	Hydraulic Lift Rams	D2
	Tipping Brackets	D3
	Tipping Door Locks	D4
	Locking Device	D5

	Wheel Bearings - O/S	A5
	Wheel Nuts	A6
	Wheel Rim Fixings	A7
	Axle Grease Points	A8

Superstructure		Key
	Frame	B1
	Body	B2
	Draw Bar	B3
	Draw Bar Ring	B4
	Trailer Bed	B5
	Sprung Axles	B6

Trailed Appliance Comments / Notes

Please make notes on specific items using the relevant code or any other comments on the trailed appliance

Local Dealer Details

The applicable legislation

Overview

There are two main pieces of legislation that apply to vehicles and machinery that are the subject of this Code of Practice.

The Health and Safety at Work etc Act 1974 (HSW Act)

The HSW Act is a wide-ranging piece of legislation that applies to all work activities.

Section 2(1) of the HSW Act states that: 'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'

Section 2(2) goes on to detail more specific requirements, and in particular notes that employers must ensure, so far as is reasonably practicable, the provision and maintenance of plant and systems of work.

Section 3(2) places a broadly similar duty on the self-employed to ensure that they are not harmed at work.

These sections clearly cover the safe maintenance of agricultural motor vehicles, agricultural trailers, agricultural trailed appliances and equipment and vehicles used in the groundscare and amenity industries.



Effective maintenance can help prevent costly accidents

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) - coverage and requirements

PUWER 98 is one of the most important sets of regulations dealing with the safety of vehicles and machinery provided for use at work. The Regulations require risks to people's health and safety, from equipment that they use at work, to be prevented or adequately controlled.

In general terms, the Regulations require that work equipment is:

- suitable for its intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate instruction, information and training; and
- accompanied by suitable safety measures, eg protective devices, markings, warnings.

In addition to the requirements of PUWER 98, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Application

The Regulations apply to employers, the self-employed and any person in control of work equipment. This could include the hirer or even someone who lends a machine out.



Checking the vehicle before use

Machinery and equipment covered

Machinery and equipment of all types and ages are covered by the Regulations if provided for use at work. The following are examples of the type of equipment covered by the Regulations:

- combine harvesters
- dumper trucks
- air compressors
- computers
- tractors
- lift trucks
- trailers
- power harrows
- scaffolding
- pressure vessels
- ladders
- potato grading lines
- portable drills
- hammers
- pesticide applicators
- strimmers
- chainsaws
- grass-cutting machinery
- mobile cranes
- materials handlers

and any other item of machinery at the place of work.

Suitability of work equipment

Employers must ensure that equipment is constructed or adapted so that it is:

- suitable for the purpose for which it is used; and
- suitable for the conditions under which it is used.

A good indication of the equipment's construction standard is to check for a CE mark. CE marking gives a presumption of conformity to the legal requirements of EU Directives but does not in itself mean that a machine is actually safe.

In selecting the equipment, employers should consider the working conditions and the risks to health and safety which exist in the premises where the equipment is being used.

Be Safe on road....Be Safe off road



**Have you checked that you and your machine
are safe to be there?**



Maintenance of work equipment

Employers must ensure that equipment is maintained in:

- an efficient state;
- efficient working order;
- good repair.

Here the "efficiency" of the equipment does not relate to productivity, but to the health and safety aspects of all parts of the machinery. Employers must ensure that PTO guards, brakes, hydraulic hoses etc are maintained to do their job at all times. Employers may need to check equipment regularly to ensure that it will not deteriorate and become a risk.

The frequency of checks is dependent on the equipment itself and the risk involved; it could be each day, every three months, or even longer. Only those who know what is faulty and have completed the appropriate level of training should carry out the maintenance work. All equipment should undergo regular maintenance checks in accordance with the recommendations of the manufacturer.

Where machinery has a maintenance log it should be kept up to date. The Regulations do not require farmers to keep a maintenance logbook but they may find it helpful to do so for reasons other than health and safety. The logbook should provide information for future planning and inform maintenance personnel and others of previous action taken.

Specific risks of working equipment

Where the use of work equipment is likely to involve specific risks to health or safety, employers must ensure that:

- the use of such work equipment is restricted to people who are given the task of using it, eg telescopic handlers, fork-lift trucks, chainsaws and
- repairs, modifications, maintenance or servicing of such work equipment is restricted to people who have been specifically designated to carry out operations of that sort.

The employer must also ensure that the person designated for the maintenance operation has received adequate training for that operation.

Inspection

PUWER 98 requires that in some circumstances inspection at suitable intervals by a competent person will be needed. Such inspections would not include normal operator checks and maintenance items.

Employers must ensure that:

- where significant risk could result from incorrect installation, work equipment is inspected after it is installed;
- agricultural tractors and mobile work equipment will need to be inspected at suitable intervals where a risk assessment shows that it is exposed to conditions causing deterioration that could lead to significant risk, eg major injury or death;
- work equipment is inspected following exceptional circumstances such as accident damage or major modifications, which could lead to significant risk to the operator;
- as part of an inspection, functional or other tests are carried out as necessary by the competent person to check that the safety-related parts, eg brakes, interlocks controls, protection devices etc are working as they should be;
- all results and any defects from the inspection are recorded and kept until the next inspection;

Employers must also ensure that no work equipment:

- leaves their undertaking; or
- is obtained from another undertaking (borrowed or hired) and used, unless accompanied by evidence of its last inspection under PUWER 98.

The need for inspections under PUWER 98 will depend on the nature of the equipment, where and how it is to be used and the level of potential risk from its use. Inspections might range from a simple visual check to a detailed inspection and test. Whoever undertakes the inspection must be competent to do so.

BAGMA provides a PUWER 98 Inspection Scheme through BAGMA members across the UK. Inspections should only be carried out by competent persons.

Information and instructions for use

Employers must ensure that all people who use, supervise or manage the use of work equipment have adequate health and safety information available to them, and where appropriate written instructions. The information must be readily understood by all concerned and should include:

- the conditions in which, and the methods by which the equipment can be used;
- the possibility of abnormal conditions arising and what should be done if they occur;
- information on the operation of the machine/vehicle is in the operator's manual which should be available to the operator at all times; and
- any conclusions drawn from previous experience using the equipment.

Health and Safety Executive publications

- *Farmwise: Your essential guide to health and safety in agriculture* MISC165 HSE Books 1999
- *Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22* (Second edition) HSE Books 1998 ISBN 0 7176 1626 6
- *PUWER 98: How the regulations apply to agriculture and forestry* Agriculture Information Sheet AIS27 HSE Books 1998
- *Safe use of all-terrain vehicles (ATVs) in agriculture and forestry* Agriculture Information Sheet AIS33 HSE Books 1999
- *Carriage of passengers on farm trailers* Agriculture Information Sheet AIS36 HSE Books 2000
- *Operator seat restraints for mobile work equipment in agriculture and forestry* Agriculture Information Sheet AIS37 HSE Books 2000

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Further information is available from: www.nfu.org.uk
www.bagma.com
www.naac.co.uk



For maintenance information on a specific machine or to have it checked by a trained technician contact your local BAGMA dealer:



To locate your local BAGMA dealer:
call BAGMA on 0870 205 2834
or fax 0870 205 2835
or e-mail info@bagma.com.
or website at www.bagma.com

