

**SOP (HAY RAKE)**

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Hay Rake					
<b>HAZARDS</b>	Flying debris	<input checked="" type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input checked="" type="checkbox"/>	Exposure	<input type="checkbox"/>	Struck-by	<input checked="" type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input type="checkbox"/>	Falling	<input type="checkbox"/>	Entrapment	<input checked="" type="checkbox"/>
<b>PPE REQUIRED</b>						

**PRE-START CHECKS**

1. Inspect the hay rake for any visible damage, worn-out parts, or loose bolts.
2. Check the condition of tines, wheels, and hydraulic hoses.
3. Ensure all safety guards and shields are in place and functioning properly.
4. Verify that all connections and hitch points are secure.

**SAFE OPERATING PROCEDURE**

1. Ensure all personnel are trained and authorized to operate the hay rake.
2. Wear appropriate personal protective equipment (PPE), including gloves, eye protection, and hearing protection.
3. Follow manufacturer's guidelines for safe operation, including speed and height settings.
4. Be aware of surroundings and hazards, such as uneven terrain, obstacles, and buried utilities.
5. Use caution when turning, reversing, or operating near edges to prevent accidents.

**POST-OPERATION PROCEDURE**

1. Park the hay rake in a designated area and turn off the engine.
2. Lower the rake to the ground and disengage all hydraulic controls.
3. Perform a final visual inspection for any damage or debris.
4. Clean the hay rake and remove any residue or debris to prevent corrosion and damage.
5. Secure the hay rake and store any detachable parts or accessories properly.
6. Report any issues or incidents encountered during operation to the appropriate personnel.