



PERSONAL DRESS

HOSTA Task Sheet 2.7

Core

NATIONAL SAFE TRACTOR AND MACHINERY OPERATION PROGRAM

Introduction

When a person goes to work, they should dress for the work they will do. You would not look like a good candidate for work if you showed up at a farm in your sandals. Some workplaces have dress codes. Think about your safety as you dress for work.

This task sheet discusses personal dress choices for safe work. Ask your employer if specific work dress is expected.

What Should I Wear?

Some young workers might rebel about the idea that someone is going to tell them what to wear to work. The latest fashions or stylish clothes will not make you a better worker. Dressing safely will make you a smarter worker because it increases your chances of avoiding injury or death on the job.

Know what each job you perform requires and dress accordingly. During the summer, mowing fields or baling hay may mean several hours in the sun. Over exposure to the sun is a serious hazard for young workers. A long-sleeved shirt, a hat that protects the ears and neck, and sun block are all part of safe dressing.

Here are some other approved safety practices for how you should

dress for work.

1. Wear snug-fitting clothes which are in good repair. Loose clothes with dangling threads, ripped sleeves and cuffs, and drawstrings can be caught in machinery or snag on tractor parts.
2. Leave jewelry at home. Jewelry can be caught in machine parts or snagged on the tractor as you mount or dismount.
3. Wear hard shoes with slip-resistant treads. Sandals or sneakers offer little protection from livestock trampling, briars, nails, welding sparks, falling lumber or other objects. Check to see if steel-toed work boots are necessary.
4. Tie shoes snugly. Loose shoe strings can be caught in rotating parts.
5. Tie long hair out of the way. Tying or covering long hair will prevent the hair from being pulled into turning parts of machinery and save you from being scalped.
6. Wear long pants that are the correct length. Long pants, which fit properly and are in good repair, will protect your legs from sunburn, splinters, briars and thistles. Sloppy fitting clothes can easily become entangled in machinery or snagged on tractor parts.



Figure 2.7.a. Not dressing safely for the job means that you expose yourself to the risk of injury or death.

Dressing properly for the work to be done is the first step in preparing to work safely.

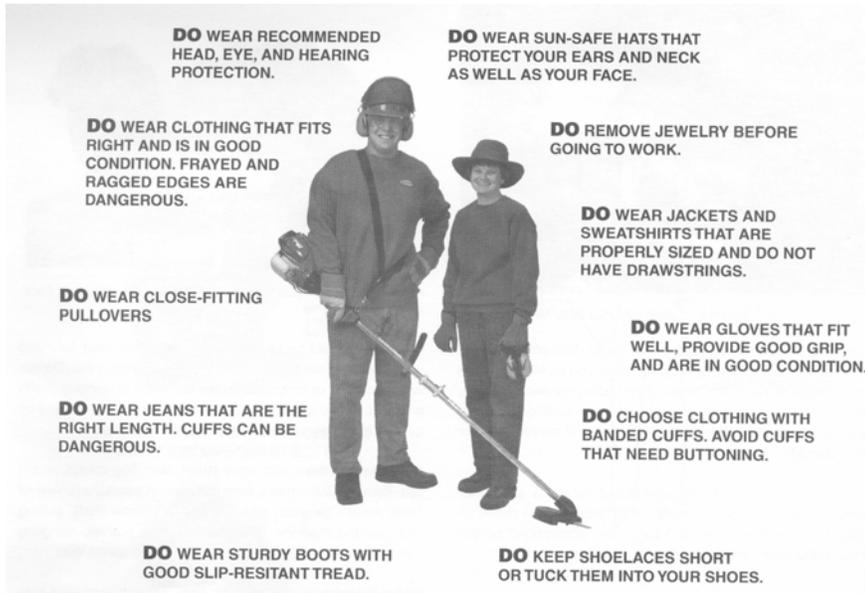
Learning Goals

- To dress safely for work

Related Task Sheets:

The Work Environment	1.1
Injuries Involving Youth	2.1
Reaction Time	2.3
Personal Protective Equipment	2.10

A Well-Dressed Worker



If you do not know what clothing to wear for a job, ask your employer.

Figure 2.7.b. Safely dressed workers wear the clothing and equipment needed to do the job without risking danger to themselves. *Safety Management for Landscapers, Grounds-Care Businesses, and Golf Courses, John Deere Publishing, 2001. Illustrations reproduced by permission. All rights reserved.*

Safety Activities

1. Find the following words in the word search.

- | | |
|-----------------|----------------|
| Dangling sleeve | Long hair tied |
| Shoe strings | Drawstrings |
| Loose cuffs | Snug Clothes |
| Hard shoes | No jewelry |



References

1. Safety Management for Landscapers, Grounds-Care Businesses, and Golf Courses, John Deere Publishing, 2001. Illustrations reproduced by permission. All rights reserved.
2. Farm and Ranch Safety Management, John Deere Publishing, 1994.

Contact Information

National Safe Tractor and Machinery Operation Program
 The Pennsylvania State University
 Agricultural and Biological Engineering Department
 246 Agricultural Engineering Building
 University Park, PA 16802
 Phone: 814-865-7685
 Fax: 814-863-1031
 Email: NSTMOP@psu.edu

Credits

Developed, written and edited by WC Harshman, AM Yoder, JW Hilton and D J Murphy, The Pennsylvania State University. Reviewed by TL Bean and D Jepsen, The Ohio State University and S Steel, National Safety Council. Version 4/2004

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HAND SIGNALS

HOSTA Task Sheet 2.9

Core

NATIONAL SAFE TRACTOR AND MACHINERY OPERATION PROGRAM

Introduction

Perhaps you have experienced the shouting and hand-waving that seems to fit many farm chores. Noise from machinery and/or distance between workers often leads to a communication breakdown. An increased risk for hazardous situations can occur.

This task sheet presents 11 standard hand signals adopted by the American Society of Agricultural Engineers (ASAE) and three signals for public road use.

Memorize and use these hand signals. Teach them to others. You will save time and establish safe communications.

Hand Signals

ASAE Figure 1: **This Far To Go**

Place palms at ear level facing head and move inward to show remaining distance to go.



Example: Use this signal to assist a tractor operator in backing a loaded wagon or hitching to a wagon.

ASAE Figure 2: **Come To Me**

Raise the arm vertically overhead, palm to the front, and rotate in large horizontal circles.



Example: Someone has opened the gate for the cows to be brought forward: You will signal in this manner.

ASAE Figure 3: **Move Toward Me—Follow Me**

Point toward person(s), vehicle(s), or unit(s). Signal by holding arm horizontally to the front, palm up, and motioning toward the body.



Example: Use this signal to motion an equipment operator to move toward you to position or move equipment in a crowded area where side visibility is poor.



Figure 2.9.a. You are assigned to bale hay today. Someone approaching you on the ground to deliver a message would not be able to shout loud enough for you to hear. What signals could they use?

Hand signals
provide
standard
communication
to all workers.

Learning Goals

- To use the 11 standard hand signals to communicate actions to be taken with the tractor and equipment
- To use standard hand signals for highway use

Related Task Sheets:

Tractor Hazards	4.2
Tractor Controls	4.5
Using the Tractor Safely	4.13
Operating the Tractor on Public Roads	4.14



Figure 2.9.b. Public Road Hand Signals. Other hand signals provide means of communicating in traffic situations. Use these signals for public road travel or anywhere others may be following you. These signals are standard highway signals to the general public as well. *Safety Management for Landscapers, Grounds-Care Businesses, and Golf Courses, John Deere Publishing, 2001. Illustrations reproduced by permission. All rights reserved.*

Noisy equipment and distance between workers makes hand signals a necessity. How many of these hand signals do you use?

ASAE Figure 4: **Move Out—Take Off**

Face the desired direction of movement; hold the arm extended to the rear; then swing the arm overhead and forward in the direction of desired movement until the arm is horizontal with palm down.



Example: You have hitched the machine for the operator and connected the PTO; signal the person to move out for field work.

ASAE Figure 5: **Stop**

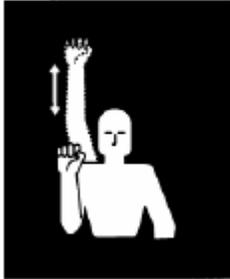
Raise the hand upward to the full extent of the arm, palm to the front. Hold that position until the signal is understood.



Example: The tractor and forage wagon are now positioned for unloading into the silage blower. You signal the operator to stop.

**ASAE Figure 6: Speed It Up—
Increase Speed**

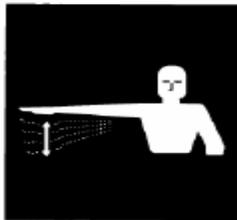
Raise the hand to the shoulder, fist closed; thrust the fist upward to the full extent of the arm and back to the shoulder rapidly several times.



Example: Move the unit out now; the way is clear. We need to move on.

**ASAE Figure 7: Slow Down—
Decrease Speed**

Extend arm horizontally sideward with palm down; wave arm downward at 45 degrees minimum several times. Do not move arm above horizontal.



Example: You are going too fast; slow down.

ASAE Figure 8: Start the Engine

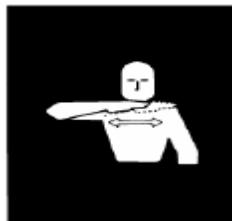
Move arm in circular motion at waist level to simulate cranking engine.



Example: You need to signal the operator to start the engine after some adjustment has been made.

ASAE Figure 9: Stop the Engine

Draw right hand, palm down, across the neck in a “throat-cutting” motion left to right.



Example: You need to have the operator stop the engine for some adjustments to the machinery.

ASAE Figure 10: Lower Equipment

Use circular motion with either hand pointing to the ground.



Example: Use this signal to have operator lower high lift or machine header.

ASAE Figure 11: Raise the Equipment

Make circular motion with either hand at head level.



Example: Use this signal to have operator raise high lift or machine header.

Learn the 11 standard hand signals and use them. Then teach them to all your fellow workers. Perhaps even your employer will not know them.

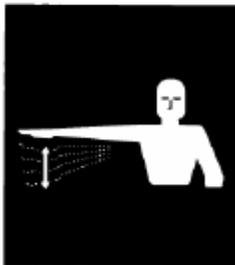
Safety Activities

1. Identify each hand signal and give examples of when to use each signal.



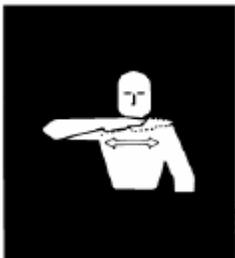
Identifies: _____

An example is: _____



Identifies: _____

An example is: _____



Identifies: _____

An example is: _____

2. Demonstrate all 11 hand signals to your leader, teacher, parents, or employer.

3. Demonstrate the hand signals to be used when you are traveling with the transport disk in highway traffic.

- Right Turn
- Left Turn
- Stop



References

1. www.asae.org/Click on Technical Library/Find category-Standards on pull down menu/Type hand signals/Download PDF for ANSI/ASAE S351, Hand Signals for Use in Agriculture, December 2001.
2. Safety Management for Landscapers, Grounds-Care Businesses, and Golf Courses, John Deere Publishing, 2001. Illustrations reproduced by permission. All rights reserved.

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PERSONAL PROTECTIVE EQUIPMENT

HOSTA Task Sheet 2.10

Core

NATIONAL SAFE TRACTOR AND MACHINERY OPERATION PROGRAM

Introduction

Items of personal protective equipment (PPE) are designed to protect you from injury and illness. Use PPE to prevent injury or damage to your head, eyes, ears, body and feet.

PPE is the last line of defense against workplace injuries—ranging from bruised toes, to the loss of an eye, to death from a falling object hitting you on the head.

This task sheet discusses personal protective equipment, including the symbols that show the need for this equipment.

Eye Protection

Flying objects, chemicals, dust, and crop debris can all be eye hazards in agricultural work.

Always use eye wear approved by the American National Standards Institute (ANSI). Certified safe eyewear is marked ANSI Z87.1.

Eye protection may involve safety glasses, goggles, chemical goggles, or face shields. Protection from the front and side must be considered. High-impact hazards require different protection than splash hazards.



Industrial safety glasses are recommended when you see this symbol. Industrial safety glasses protect against flying and pointed projectiles and may come with brow and side-protection panels.



Goggles with impact-resistant lenses are recommended when you see this symbol. Goggles protect against splashes from all types of hazardous liquids.



Face shields are recommended when you see this symbol. Face shields protect against splashing and crop debris, but are not designed for high-impact hazards (projectiles). Use industrial safety glasses under the face shield for complete protection.



Figure 2.10.a. What PPE should be used to complete the work with lead acid storage batteries?

Prepare to work safely by using the recommended personal protective equipment (PPE) for that job.

Learning Goals

- To learn when to use specific types of personal protective equipment
- To recognize the symbols that indicate specific types of personal protective equipment

Related Task Sheets:

Injuries Involving Youth	2.1
Personal Dress	2.7
Hazard Warning Signs	2.8
Mechanical Hazards	3.1
Noise Hazards and Hearing Protection	3.2
Respiratory Hazards	3.3
Respiratory Protection	3.3.1

Figure 2.10.b. What types of agricultural jobs is this person dressed to do? Discuss the possibilities with your club, class, leader or mentor.

Dust masks are different than cartridge masks. Match the filter mask to the job. If assigned to a job requiring a respirator, ask for guidance.

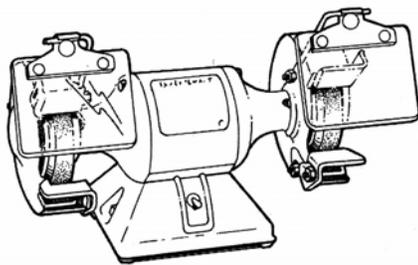


Figure 2.10.c. What PPE would you recommend using with this shop tool while grinding a part for the tractor? *Safety Management for Landscapers, Grounds-Care Businesses, and Golf Courses*, John Deere Publishing, 2001. Illustrations reproduced by permission. All rights reserved.

Respiratory Protection

Protection of the lungs is vital to our health. Agricultural work exposes the worker to vapors, fumes, and dust. Using a National Institute for Occupational Safety and Health (NIOSH) certified respirator is important. Older devices will be identified with a “TC” number written on the respirator (Example TC-23). Newer respiratory protection devices will be identified with a N95, N99, or N99.97 representing the percentage of particles which the filter can trap. See Task Sheet 3.3.1 for further information on respiratory protection devices.

Respirators are either:

- ◆ Air purifying, or
- ◆ Air supplying

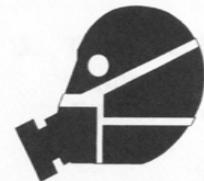
Air purifying respirators filter dust, vapors and fumes out of the air you breathe. A single strap dust mask is not an approved respirator and offers little breathing protection.

Air supplying respirators are the type firefighters wear when fight-

ing fires. *Never attempt to work with an air supplying respirator without extensive training.*



A NIOSH-approved dust mask is recommended when you see this symbol. An approved dust mask will always have two straps. Make sure that the mask fits snugly around your mouth and nose.



A cartridge type mask is recommended when you see this symbol. Air purification from chemical fumes or vapors is necessary. Specific cartridges must be used, and the mask must fit snugly. Eye protection may be needed as well.

Head Protection

Work spaces where you could bump your head while working are bump cap areas. Workplaces where someone is working above you are hard hat areas. ANSI certified bump caps or hard hats will be marked with the ANSI Z89.1 code.



When you see this symbol, bump caps will be needed.



When you see this symbol, hard hats are required for head protection.

Hearing Loss Protection

Exposure to noise levels varies with jobs and activities. Sound level is measured in decibels. Normal conversation measures 60 decibels (dB), while a jet airplane at take-off measures over 120 dBs. Prolonged exposure to loud noises leads to hearing loss. **Hearing loss is permanent unless you wear a hearing aid.** Protect your hearing with ANSI-approved ear protection devices.

Ear plugs or acoustic muffle style protective devices are two types of hearing protection. Ear plugs fit into the ear, while acoustic ear

muffs fit over the ear itself. The preferred ear protection device covers the ear and ear canal.



Hearing protection is recommended when you see this symbol. If you cannot hear a person who is standing 3 feet away and who is talking in a normal voice, hearing protection is needed.

Protective Clothing

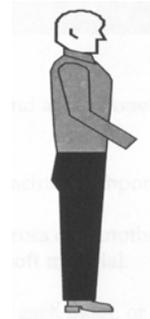
Foot Protection



Steel-toed shoes or boots with steel shanks are recommended when you see this symbol. Working with a chain saw and logs, cattle and horses, lumber and concrete block, barrels, or 55-gallon drums are a few farm tasks that require foot protection.



Hand protection is recommended when you see this symbol. Leather gloves are for handling rough or abrasive materials. Neoprene, nitrile, rubber or barrier-laminate gloves should be used for handling pesticides and solvents (leather does not resist chemicals).



Snug-fitting long sleeves and long pants are recommended when you see this symbol. General rules for clothing include shirttails tucked in, jackets zipped or buttoned, and draw strings removed from clothing.

Never stuff cotton into the ears to reduce noise levels.



Figure 2.10.d. Working with dust or debris from crops or livestock requires respiratory and eye protection as shown by this worker.

Safety Activities

1. Match the hazard with the PPE needed (You may select more than one answer).

A. Operating a tractor with a faulty muffler

1. ___



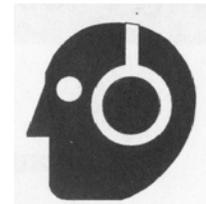
B. Checking battery fluid level

2. ___



C. Grinding a broken bolt

3. ___



- Where have you seen PPE symbols on your farm or the farm on which you are employed?
- Invite a sales or product representative from a safety equipment supply company to demonstrate the correct use of a variety of personal protective equipment.
- Collect a sample of personal protective equipment and give a presentation on the proper use and care of the equipment.

References

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