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Example content:

Document no.	Work description Use of a Tractor Scope Applies to the use and operation of a Tractor. To ensure they are operated safely and maintained in good working order. References: AS4024.1 Safety of Machinery		
Review date			
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Insert name in BLOCI letters	Do not wear anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery or gloves. Don't smoke Wear all required PPE such as Safety glasses . .	Only operators who have been authorised	
PRECAUTIONS: Suitable safety and indicated	warning signs as EYE & HEARING PROTECTION MUST BE WORN	FOOT PROTECTION MUST BE WORN PROTECTIVE CLOTHING MUST BE WORN	SUNSCREEN MUST BE WORN
Tools and equipme	nt required:		
	IRES ARE NOT SUITABLE AND MAJOR CHAN ITROLS ACCORDING TO THE RISK MANAGEN		RISK ASSESSMENT AND
Pre Operational Safety Checks	Ensure that the seatbelt, Roll Over Structure (FOPS) (where fitted) a 	and Power Take-Off (PTO) guard	
Operational Safety Checks	Never start or operate levers from .	n anywhere other than the seat	