



MACHINERY POLICY

- **Bush fire management, road and machinery maintenance is managed by the Co-ordinator.**
- All tractor and machinery operators must receive tuition from **an experienced operator** and must sign the Tractor & Machinery Usage Agreement. Do not operate the tractor or any machinery if you are not confident. **Signed agreements are filed with the Secretary.**
- No use of machinery is allowed on Total Fire Ban days, other than for firefighting purposes.
- Spark emitting machinery or tools owned either privately or by the Co-operative must not be used on Total Fire Ban days, including slashers.
- Appropriate Personal Protective Equipment (PPE) must be worn when operating machinery and equipment.
- Machinery must not be operated under the influence of drugs or alcohol.
- The Co-ordinator will manage the refuelling of ALL machines. All vehicles use diesel, all pumps use petrol, and the chainsaw is 2-stroke.
- Visitors to the co-operative or minors must not operate the tractors **or machinery** for any reason.
- **Members** must have a driver licence to drive on any public or Crown Road.

TRACTOR & IMPLEMENTS

- All operators must read and fully understand the operating and safety instructions for the Kubota M7040 tractor, and the International 454 tractor, including the Safe Tractor **Operator** guidelines. ***The hard copies may be borrowed from the Co-ordinator. The Kubota Manual and the Safe Tractor Operator guidelines are available under the Machinery drop down tab on the website.***
- **Before using tractors or other machinery, please check in with the Co-ordinator regarding availability.**
- The maintenance checklist must be completed by the operator before each use, and any fluids topped up as necessary.
- The Co-operative is responsible for the cost of diesel fuel & maintenance, including greasing, puncture repairs, oil, filter changes, and replacing slasher blades.
- The Co-ordinator is to be notified if any problem or damage is incurred during use.
- The logbook must be filled out accurately showing operator's name, hour meter reading, work carried out and the location.
- Do not use the slasher when wet.
- The tractor must be returned to the shed and not left out in the weather overnight.
- No passengers are allowed to ride on the tractor or implements.

- The tractors **and machinery** may be used by members who have signed the attached Tractor & Machinery Usage Agreement for personal use. The member must pay for fuel used.
- Slashing fire breaks and any other work on community land, is **organised by the Co-ordinator**.
- Slashing of member's sites will incur a \$50 charge payable to the member who completes the slashing. Notify member before slashing and **then submit a Work Claim**.
- Tractor slashers are to be reattached after using any other implements, to ensure tractors are ready for immediate use in the event of a fire.
- After slashing the slasher decks are to be cleaned by removing any debris before returning to the shed.

CHAINSAW

- Chainsaw is to be used only on community related work. Prior to first use, members must demonstrate to an **experienced operator** they are familiar with chainsaw safety and operation.
- **Contact the Co-ordinator if you have a community job for the chainsaw.**
- The chainsaw **is looked after and maintained by the Co-ordinator** ready for use and emergencies. Any faults or problems to be reported to the Co-ordinator.

FIRE TRUCKS

- **Members** wishing to operate the fire truck **must** seek instruction from an **experienced operator**.
- Oil, water, mechanical and fuel checks must be carried out and entered in the logbook along with the date, operator's name, and reason for use.
- After any private use the fire truck must be left full of water and fuel (member's expense), ready for emergency use. No exceptions!
- During the fire season the fire truck must be returned to the machinery shed ASAP after use.

MACHINERY USAGE AGREEMENT

Member: _____ Site Number: _____

I am an active member of Goolawah Co-operative, and I declare that I have read and fully understand the following operating and safety instructions (tick as appropriate):

- ☐ Kubota M7040 tractor
- ☐ International 454 tractor
- ☐ Safe Tractor Operation guidelines

I have received tuition to use the:

- ☐ Kubota Tractor with slasher
- ☐ Kubota Tractor with flail
- ☐ International tractor with slasher
- ☐ Fire trucks
- ☐ Chainsaw

I am confident in operating the tractors, machinery, and fire trucks for which I have received tuition.

I accept this agreement applies to all equipment owned by the Co-operative for work performed on a member's site and community land.

Received tuition from: _____ (name)

Member's Signature: _____ Date: _____

Co-ordinator's Signature: _____ Date: _____

AGREEMENT TO BE FILED WITH THE SECRETARY