

SAFETY GUIDELINES

ISSUE NO.: 4.

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INTENT OF SAFETY GUIDELINES

The intent of these guidelines is to provide a safe work area for exhibits with safe working practices, both for the operators and the general public. Exhibitors are advised that unsafe work practices will not be tolerated and that any exhibitor using unsafe work practices may be asked to shut down their exhibit. The exhibit may be restarted, at the discretion of the Safety Officer, if safe working practices are implemented to the satisfaction of the Safety Officer.

1. RALLY COMPOUND & BUILDINGS USED FOR EXHIBITS

1.1 **FENCES:** The rally compound/ s shall be fenced on all sides with firmly fixed posts, carrying an approved type of mesh, e.g. ring lock type fencing or high density polyethylene mesh as used by Government Authorities or other type of fencing approved by the Safety Committee. The fence should stand approximately one metre in height. The use of rope as fencing is strictly forbidden. An access gate is to be included in the fence line, climbing over fences is not allowed.

1.2 **SAFETY EQUIPMENT:** An approved Fire Extinguisher and First Aid Kit (including the NHMA Accident Report Form) shall be present within the compounds. These items are to be supplied by the host club.

1.3 **SAFETY OFFICERS:** Are to wear an identifying vest, shirt or sash and a name tag.

1.4 **ACCESS TO COMPOUND:** Only insured operators of engines and machinery and insured club members are to be allowed within the compound.

1.5 **SIGNS:** Signs are to be displayed on compound fences, stating "no admittance to the public". Any signs erected by clubs shall be erected securely and not liable to blow over.

2. GENERAL ENGINE SAFETY

2.1 **WORKING ENGINES:** All operating engines and equipment shall be in a safe working condition.

2.2 **ITEMS TO BE CHECKED:** This section is for the owners to check. If safety officers find that there is a problem in this area then the owner will be asked to shut down their exhibit.

Special attention shall be given to items such as:

- Hot steam and exhaust pipes; Shafting
- Fuel tanks; Fuel lines
- Locknuts
- Governors on stationary engines
- Flywheel keys/nuts; Belting
- Spark plugs
- Magneto drives and side shafts

2.3 INSPECTION BY SAFETY COMMITTEE

Exhibits may be checked by a Safety Officer or Club Committee Member at any time. In the event of a dispute, the exhibitor has the right of appeal to the Safety Committee.

2.4 FLYWHEELS: Engines shall be placed in the compound with the flywheels running parallel to the fence. Where engines may be better observed by placing the engine with the front viewed from the fence line, the engine may be placed so that rotation of the flywheel is away from the public at the fence. Engines with repaired flywheels may be operated, provided an engineer's certificate is obtained and presented to the rally organisers prior to any event.

2.5 SPACING: All engines and machines shall, where possible, be placed a minimum of one and a half metres (1.5m) from the fence, with a minimum of one metre (1.0m) between the engines.

2.6 STORAGE OF COMBUSTIBLE LIQUIDS: The storage of combustible liquids shall be in an approved type of container with a screw cap or self-locking flap type cap. Combustible liquid containers shall be stored away from operating engines or machinery.

2.7 ENGINE REFUELLING: All internal combustion engines shall be stopped for refuelling operations. The "no smoking" rule applies and a fire extinguisher shall be close by.

2.8 UNATTENDED ENGINES/MACHINES: No operating engine/machine is to be left unattended.

3. GENERAL ENGINE SAFETY

3.1 DRIVEN EXHIBITS: The operation of all driven machinery is subject to the approval of the Safety Committee. All engines and driven exhibits shall be securely fastened to the ground or otherwise rendered incapable of movement. All vee section and flat belts and other drive shafts shall be in good condition and have adequate guarding or fencing where considered necessary by the Safety Officer/Committee.

3.2 CHAFF CUTTERS: Chaff cutters may only be operated with a protective cover over the knives.

3.3 SAWS: Drag-saws, chainsaws, power hacksaws and sawmilling equipment may be demonstrated. Clubs should make themselves familiar with the safety regulations applying to the use of such equipment within the relevant State or Territory. Clubs need to be aware that such demonstrations are to be conducted in separate enclosures with particular attention being paid to protective clothing, the distance and direction from public, only the machine operator(s) to be in compound, qualifications of the operator, e.g. knowledge of kick-back safety, no drop or boring/plunging allowed, etc.

3.4 CUTTING BLADES: All blades on exhibited rotary mowers shall be removed and blades on mechanical scythes shall be disengaged except during actual demonstrations in designated areas. Blades must be removed if operated in a compound with other exhibitors.

Mowers with a rigid cutter bar (i.e. other than a disc with removable blades) are exempt. These mowers can be operated with the bar attached, however please use common sense and ensure that rocks, sticks etc are cleared from the site where the mower is operating, and have the mower at a higher height adjustment.

Mowers on static display only may have the blades left on.

3.5 RADIAL AND AIRCRAFT ENGINES: Radial and aircraft engines shall not be operated with a propeller attached and shall comply with the relevant State/Territory noise levels.

3.6 BOILER AND PRESSURE VESSEL CERTIFICATES: Steam boilers and pressure vessels shall have an approved inspection certificate, which is to be sighted by the Safety Committee before operation.

3.7 STEAM PLANT OPERATOR CERTIFICATES: Steam plant shall only be operated by persons holding an appropriate operators certificate which shall be sighted by the Safety Committee prior to operation of the steam plant.

3.8 SELF PROPELLED VEHICLES AND MACHINERY: Shall not be operated at a greater speed than walking pace. Self-propelled vehicles and machinery shall only be driven in the designated area, fenced compound, or while under the direction of the Safety Officer. Additional safety information regarding the operation of self-propelled machinery is contained in the notes for tractor operation. They should not be driven on a road where the public has access, unless they are registered or have a permit.

3.9 PASSENGERS: Tractors shall NOT carry passengers, unless original seating is available to carry passengers. Riding on mudguards, drawbars or implements is prohibited.

3.10 PASSENGERS ON STEAM POWERED VEHICLES: Traction engines and steam rollers shall NOT carry passengers

3.11 TRAILERS: Passengers are not allowed on trailers.

3.12 SAFETY GUARDS AND FENCES: Machinery shall not be operated unless adequate safety guards or fences are in place. PTO shafts shall have a protective covering for the full length of the driving shaft.

3.13 LOADING AND UNLOADING EQUIPMENT: Operators who are loading or unloading equipment with winches, ramps or other lifting equipment shall ensure that such equipment is in a safe working condition and of adequate strength for the job. The Safety Officer shall have the power to hold unloading should any equipment be considered inadequate. Refer also the NHMA Tractor Guidelines.

3.14 CLOTHING AND FOOTWEAR: No open toe footwear is to be worn and clothing shall not be excessively loose. Safety boots and overalls are recommended.

3.15 FIRE BANS: Local fire restrictions shall be observed at all times.

3.16 RELEVANT STATUTES: All relevant Council, State and Federal Statutes shall be observed, regarding the operation of machinery, noise limits, fire restrictions, alcohol limits, etc.

3.17 DRIVERS/OPERATORS CONDITIONS: All drivers are to be licensed & insured. Juniors, fifteen years to seventeen years, may drive a tractor in a 'grand parade' or 'tractor- pull' whilst under responsible adult supervision. The 'grand parade' or 'tractor pull' must be conducted inside a securely fenced compound that excludes all members of the public. Outside securely fenced compounds all drivers must hold a current state driver's license.

4.0 STATIONARY TRACTORS AND UN-REGISTERED TRUCKS AND CARS

4.1 Tractors outside fenced compounds are to be stationary – NOT TO BE MOVED.

4.2 All vehicles must have the key taken out or battery terminals removed.

4.3 All vehicles must be in neutral; Park/Handbrakes must be applied, and suitable wheel chocks must be used.

4.4 A sign on the tractor that says – "Please do not climb on tractor".

4.5 A Safety Officer or a Club Official must be in attendance at all times. Ratio 1-5. (1 official to 5 stationary tractors)

4.6 If a tractor is to be moved then a Safety Officer must be in attendance and the tractor can be moved at walking pace, under the Safety Officers direction.

ADDITIONAL NOTES FOR TRACTOR OPERATION

Please read these statistics: Accidents can happen to YOU!! In recent years more people have been killed by tractors than any other piece of rural machinery. Nearly nine out of every ten people killed on farms die as a result of accidents involving tractors. One in every four people killed in tractor accidents are children under the age of 16 years. Ninety percent of tractor accidents occurred at less than eight kilometres an hour. Seventy-five percent of the operators involved in these accidents had more than five years experience on tractors. Sixty percent of all accidents occurred on slopes of less than five degrees. A tractor can roll over in half a second.

Safety, in historic tractor displays and tractor pulls in Australia is a factor that all associated parties need to think about before serious accidents occur. The risk of potential incidents increases with the increased interest in tractor collecting and the trend towards collecting tractors by many people who are relatively inexperienced.

Quite simply, we must act to minimise the reliance on driver skills by sensible safety practices. Also, please refer to the NHMA Tractor Pull Guidelines that have applied from: 1st July, 2007.

Operators and officials are the only persons permitted within the pulling track compound, which must be fenced and sign posted to exclude any member of the public. Parked tractors need to be secured to prevent accidental rolling or colliding with another tractor. All tractors must have a clutch that releases correctly, an engine stop control that can be operated from the drivers seated position, and safe practices are required to be in place to ensure the hitch/unhitch staff are not at risk when hooking and unhooking the pulling sled.

Most vehicle events [including tractors] take place in securely fenced compounds and vehicles/tractors within these compounds do not require registration/permits. However, areas outside these fenced compounds may be regarded as a public place. All vehicles driven on a public place need to have club registration/ permit; this is a normal requirement of the motor traffic laws of each State. On a public place, vehicle owners are advised to take out comprehensive or third party property cover for their vehicles.

However, if tractors are loaded and driven into an area, which is fenced off from the public then unloaded, they may not need to have a permit or club registration. A motor propelled machine includes traction engines and models that can be driven. Clubs should check the legal requirements in their local area.

As equipment such as tractors and the like may be classed as heavy machinery, participants can only drive a tractor/vehicle if the State law allows. Many States have different regulations for the age of licensed drivers.

It is recommended that a loading ramp be provided to allow for two heights of trucks to safely load or unload. It is also desirable to have a tandem trailer height ramp. All ramps are to be of solid construction and regularly maintained.

Loading and unloading of tractors is to be carried out in a safe manner on the loading ramps provided, or by the transports own ramps which must be of adequate construction for the tractor being carried.

All tractors must be in a safe working condition. The speed of a tractor at a club function or parade must not be greater than walking speed (approximately 8km/hr). The NHMA is concerned about the safety of participants, officials and members of the public. Clubs organising such events are expected to adhere to the NHMA Tractor Pull Guidelines 2007 and participants are expected to abide by those guidelines.

It is important that tractor pulls remain fun, and owners have the chance to try out the treasured toy, rather than allow 'the pull' to become a competition for trophies at any cost.

A tractor modified for performance so that it is not in its standard form is not part of an historic tractor pull and is not included within the existing insurance arrangements. There should be other arrangements made for these types of vehicles. High performance tractor and truck pulling really belongs to the motor sport fraternity and

should be controlled by the Confederation of Australian Motor Sport (CAMS), not the National Historical Machinery Association (NHMA).

The pulling track is to be fenced along all sides. This should include space between the pull track and spectators. The distance between the fence and the pull track should be between 4 and 6 metres in width; with the length to suit the sled in use. The pulling track must be safe and free of areas such as deep mud holes which might contribute to unexpected turn-overs.

Please ensure that the public is denied access to pull site. Tractors must be separated from the public by a fence of type suitable to restrain the public from the track.

All tractors must be submitted to a safety check by the club's Safety Officer/Committee. Safety Officers/Committees will have the FINAL say in all safety matters. Entrants' tractors may be inspected by a Safety Officer/Committee Member at any time for safe operation. Safe practices to be followed to ensure hitch and unhitch staff are not at risk when hooking and unhooking the pulling sled.

- Never fuel a tractor with the engine running.
- No loose objects on the tractor, especially fuel containers
- No dismounting from moving vehicles.
- The driver must demonstrate competency in tractor operation.
- Drivers MUST attend a driver's briefing at the start of the pull.
- An adequate first aid kit and knapsacks or fire extinguishers to industry requirements must be on hand. It is considered appropriate that members, trained in the use of such equipment, will be in attendance.
- The storage of combustible fuels shall be in an approved container and stored away from running engines.
- Always start a tractor with a qualified person in the driver's seat, if possible. By sitting in the seat you can reach all the necessary controls, whereas, if you stand on the ground beside the tractor, you can only reach some of the controls.
- A tractor has one seat to carry one person, the driver. Some may have an additional seat fitted as standard equipment. Riding on drawbars, three point linkages, carryalls or on foot flats is strictly prohibited.
- Always get on and off a tractor from the left-hand side, [looking from the rear] unless the tractor design prevents this, in which case more care must be taken.
- If there is a seat fitted on the tractor the driver must remain correctly seated at all times. NO passengers allowed on tractors. DRIVER ONLY during pulling.
- Pulling will start and stop at the sound of a horn on a sled, or as signalled by a flagman.
- Tractors must be in neutral and driver must have both hands raised to indicate neutral before hook up or unhooking occurs.
- Track marshals are to be in control of pulling at all times.
- Only the tractor driver and sled staff are to be on the track at any time.

All members, through their own Club's affiliation with the NHMA, are protected for their legal liability in their Club name. The Member's Club is part of the overall liability limit provided to the NHMA under one master policy.

Also every Member has Personal Accident Insurance whilst performing work for their Club, or during a rally, to the limit as detailed to the NHMA under this master policy.

Clubs must also advise the NHMA any circumstances that "may" lead to a claim against the Committee of the Club or against the Committee of the NHMA