

# Flat Filler

## AgSafe Safe Work Procedure

### Operation:

1. No one may operate this machine without being completely trained in its safe operation.
2. Read the operator's manual before attempting to use the machine.
3. Never operate the machine without all guards in place.
4. Keep hands, hair, and clothing well clear while the machine is running.
5. The machine must be stopped and the electrical power disconnected before cleaning, or removing any guards.
6. Do not climb on or reach inside any part of the machine while it is running, or while it has electrical power connected.
7. The main hazard areas are:
  - a. The pinch points at either end of the belts, where the belt goes over the roller.
  - b. The soil return auger at the discharge end.
  - c. The dribbling assembly.
8. Moving: Make sure you have plenty of help to move the machine around. Make sure the power cord is disconnected and secured before doing so. The wheels must be chocked before operating the machine.
9. Before turning on the main operator's switch, make sure all personnel in the area are well away from the machine, and aware that it is about to be started.

### Maintenance:

1. Read and understand all instructions for the machine and be sure all personnel who operate the machine are trained and qualified.
2. Do not overload the equipment. Exceeding the load limits or using equipment improperly can result in part failure. This could cause further equipment damage or personal injury.
3. Always make sure that the electrical power is disconnected before making any adjustments or performing maintenance or repairs to the machine. Shut off the power, disconnect the power cord, and keep control of the plug until the machine has been completely reassembled and all guards are in place.

4. Make sure all parts of the machine have come to a complete stop before performing any maintenance.
5. Never operate the machine with guards removed.
6. Do not alter, override, or bypass any safety device that has been provided to prevent unsafe operation of the machine.
7. When lifting parts or assemblies, make sure that all slings or cables are correctly fastened and balanced before lifting. Make sure that the crane, cable, or chain has the capacity to lift the weight.
8. Do not lift heavy parts by hand, use a suitable lifting mechanism.
9. Wear safety glasses when cleaning and performing maintenance.
10. Always use suitable blocks to prevent the unit or parts from rolling or falling.
11. Keep the unit and working area clean and in order.
12. Use the correct tools for the maintenance job.
13. Keep tools clean and in good condition.
14. Make sure only suitable spare parts are used.
15. Make sure that all bolts, nuts, snap rings, and other fastening devices are removed before applying force to remove parts.
16. Always fasten a “Do Not Operate” sign to the controls of the unit when making repairs, or if repairs are required.
17. All electrical connections must be properly grounded, and must comply with local codes.
18. Do not operate the machine if any electrical panels are damaged or not fully closed, or if cords or conduits show fraying, cuts or kinks.