PROCEDURE SUMMARY

The safe operation and proper maintenance of farm equipment provides endurance for the equipment and enhanced safety for the operators.

This procedure establishes the guidelines for the maintenance and operation of farm equipment to enhance the safety of Texas A&M AgriLife Extension Service (AgriLife Extension) employees.

PROCEDURES AND RESPONSIBILITIES

A. Train personnel to operate the equipment safely following AgriLife Extension procedure 24.01.01.X0.04, *Occupational Health and Safety*.

B. Perform routine maintenance (to include lubrication, oil and oil filter replacement, air filter replacement, battery check) on equipment.

C. Retain maintenance records for all equipment serviced in the Laserfiche Document Management System in section 5.6.1 by the equipment item in accordance with the System Records Retention Schedule Section 5.6.

D. House equipment—where possible—to protect it from the effects of weather.

E. Number and identify all equipment in accordance with the procedures in AgriLife Extension Procedure 21.99.99.X0.01, *Inventory Procedures*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

*AgriLife Extension Procedure 21.01.08.X0.05, Farm Equipment Operation and Maintenance*

*AgriLife Extension Procedure 24.01.01.X0.04, Occupational Health and Safety*

*AgriLife Extension Procedure 21.99.99.X0.01, Inventory Procedures*

CONTACT OFFICE

Questions about this procedure should be referred to the Texas A&M AgriLife Property & Fleet Management Office at 979-314-0951.
REVISION HISTORY

Approved:    July 21, 2001
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