

Burnaby Horsemen's Association Policy: Tractor Use

Approved: Jan 11 2025

Applicability

This policy outlines the roles and responsibilities of BHA and its members in relation to tractor and associated equipment/implement use and maintenance/repair.

Policy

1. The tractor is intended to support maintenance of the facility including, but not limited to, harrowing rings, moving manure piles, moving materials for general use, facility improvement, and/or supporting emergency situations (where appropriate).
2. Tractor Operators must be a senior BHA member and have completed orientation as outlined in the BHA Tractor Orientation & Use Procedure.
3. Responsibilities of Tractor Operators:
 - a. Completing required orientation prior to use,
 - b. Become an active member on the Tractor Committee,
 - c. Logging each tractor use on appropriate forms,
 - d. Identifying and advising the Board on any tractor and/or implements that require maintenance or repair.
4. The tractor is not to be driven on any public roads (BHA driveways and designated paths are allowed).
5. Insurance and liabilities of tractor use are covered under BHA's Equine Property Policy.
6. The BHA Tractor Committee will be responsible for organizing regular tractor assignments (i.e. manure movement, arena/ring harrowing, etc.) and sharing said schedule with BHA Director of Communications, amongst other responsibilities as outlined in the committee's terms of reference.
7. BHA is responsible for regular servicing/maintenance of the tractor and implements.
8. When harrowing arenas, Tractor operators will give as much notice as possible to BHA members, through online calendars and/or harrowing signboard usage.
 - a. Members must exit the arena when the tractor arrives to harrow.

Supporting Documents

- 1) Related BHA Procedures
 - a) BHA Tractor Orientation & Use Procedure

Review Schedule

Policy Approved:	Jan 11 2025
Policy Owner:	Maintenance Director
Next Review Scheduled:	Feb 2026

Version History

Date	Version Number	Details
Jan 9 2023	1.0	Initial version
Jan 11 2025	1.1	Priority of arena harrowing