

## SAFE OPERATING PROCEDURE

Task/Equipment description: Excavator
















### Potential Hazards and Risks

- Critical injury or fatality
- Mobile plant
- Musculoskeletal injuries
- Roll-over
- Fire
- Ground/excavation condition
- Trips, slips and falls
- Mechanical failure

**Do not** use this equipment unless you have been trained in its safe use and operation.

### Required Personal Protective Equipment (PPE)

	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
<b>PPE</b> ✓													
	✓	✓	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

### NEVER

- Never operate unless you are competent to do so - check with your supervisor.
- Never operate the machine near overhead hazards such as power lines, and trees.
- Never operate the machine with another person helping, or nearby to prevent risk of crushing.
- Never try to turn on a steep slope as this could result in a roll-over.
- Never drive under the influence of drugs, alcohol, or fatigue.

### ALWAYS

- Read the manual on the Diamond Hire website
- Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
- Wear the seatbelt in the roll-over protective structure (ROPS)
- Operate the equipment at a speed that allows you to always maintain control. Drive slowly over rough terrain and avoid stumps and other obstacles.

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- Use extreme caution on inclines and edges where the ground could give way.
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- When driving with a load, keep the bucket as low as possible to avoid roll-over.
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- Use a signal person to guide you
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- Barricade work zone and ensure pedestrian and traffic management is in place
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- Raise the safety lock lever to the lock procedure before standing or moving the operator's seat as accidental knocking of any control will cause the machine to move suddenly and may cause serious injury or death
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## **Perform a site assessment**

### **ENGAGE YOUR MIND BEFORE USING THE LOADER**

#### **Assess the risks**

#### **STEP BACK - Take 5 X 5**

#### **Take 5 steps back**

#### **Take 5 minutes to reflect**

- **Stop and think.**
- **Observe the work area and surroundings.**
- **Step through your mind what you are going to do.**
- **Think about what else is happening in the area or nearby.**
- **Identify what else could go wrong.**
- **Decide on control measures to prevent things going wrong.**
- **Make sure the hazards are controlled before starting work.**

Think about the consequences to your quality of life, your income, your family, your children and everything you value. Are these things worth the risk of rushing or cutting corners? It's not just your life that could be affected – you may shatter the lives of the ones you hold dear.

**THINK SAFE ! ACT SAFE ! BE SAFE ! GO HOME**

## Safe Operating Procedure:

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### Loading and unloading and Transportation

- Ensure the trailer is attached to the towing vehicle and on a firm even surface with wheels chocked and vehicle handbrake on.
- Never unload on an uneven or sloped surface.
- Ensure traffic controls are in place if loading, unloading or operating on or near public roads or pedestrian ways.
- Ensure the machine is secured properly for transportation.

### Pre-Operation – Safety Checks

- **Read manual available on Diamond Hire website**
- **Complete a Job Safety Analysis and /or Risk Assessment and implement risk control measures to eliminate or minimise risks available on Diamond Hire website**
- Complete a walk-around of the immediate work area prior to starting. Look for obstacles that may need to be removed.
- **DIAL BEFORE YOU DIG** to confirm the locations of all underground lines, pipes, and wires. **Also, ensure clearance of overhead hazards.**
- Be aware of the equipment's limits.
- Complete a visual inspection for any damage, leaks or loose components. Report any faults or incidents to Diamond Hire and do not use
- Ensure a clear understanding of all controls including steering, lift arms, bucket controls and safety features before operating
- Confirm all controls are in proper working order.

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### Operation – Safety Procedure

- Ensure all control levers are in neutral or off position before starting.
  - Raise the safety lock lever to the lock procedure before standing or moving the operator's seat as accidental knocking of any control will cause the machine to move suddenly and **may cause serious injury or death**
  - Ensure all underground services have been identified and located prior to commencing digging.
  - Ensure doors are kept closed so that the guarding is effective.
  - Ensure that you exercise caution when working on hillsides.
  - Ensure that you operate the excavator at a safe speed.
  - Avoid swinging loaded buckets with booms extended.
  - Do not load bucket more than its working limit.
  - Always operate the machine with track width extended to maximize stability. Use narrow track only for passing through narrow spaces on level ground
  - Be aware of the blind spot in the rear of the machine
  - Avoid stressing parts when excavating rock, shale, or other tight materials.
  - Keep all bystanders away from the equipment during operation.
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- Only operate the equipment from the operator's seat with the seatbelt fastened.
  - Do not allow passengers on the equipment.
  - Before exiting the equipment, always lower the bucket to the ground and engage the parking brake, turn off engine and remove keys
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#### **Post-Operation – Housekeeping**

- Secure and switch off machine when work completed - remove keys
- Leave the machine in a safe, clean and tidy state
- Immediately report any damage or faults to Diamond Hire

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