

## SAFE OPERATING PROCEDURE

### Task/Equipment Description: Post Hole Digger














#### Potential Hazards and Risks:

- High torque
- Entanglement in the auger or drive line
- Impact from flying debris
- Manual handling
- Hazardous noise
- Eye Injury
- Vibration hazards
- Slip, trips, falls

**DO NOT use this equipment unless you have been trained in its safe use and operation.**

### Required Personal Protective Equipment (PPE)

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

Other PPE

(describe): Ensure close fitting clothes. Do not wear jewellery and tie hair up

### ALWAYS

Use the correct auger for the task

Ensure other persons remain clear of operating area

Use two hands and maintain a firm grip at all times

Check for underground services (Dial Before You Dig) before commencing work

Maintain a firm foothold when operating digger

Wear the correct PPE when operating

One operator only

### NEVER

Never use digger if on uneven or soft ground where you cannot maintain a firm foothold

Never allow other people to approach the digger whilst in operation

Never let the digger screw itself into the ground

Never refuel digger whilst engine is running or hot

Never attempt to clean out any blockages or jams until the machine is shut off and all moving parts come to a complete stop

*This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.*

## Safe Operating Procedure:

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1. Pre-Operation – Safety Checks:
    - Ensure you are familiar with the operation and controls of the digger- refer to manual
    - Before operating the digger, check all pins, bolts, and connections to ensure all are securely in place
    - Install the correct auger on to the digger for the task to be performed
    - Check auger cutting edges for wear or damage
    - Clear area to be dug of any obstructions or tripping hazards
    - **Ensure there are no live services in the area where you are to dig. (Dial Before You Dig)**
  2. Operation – Safety Procedure:
    - Read the manual
    - Understand the use of the brake, throttle, throttle lockout and stop switch
    - Start on the ground with the auger brake engaged
    - Depress the throttle trigger lockout and immediately blip the throttle trigger – the choke knob moves to the run position. RETURN THE ENGINE TO IDLING SPEED IMMEDIATELY UNTIL MACHINE IS IN POSITION AND THEN DISENGAGE THE AUGER BREAK
    - Maintain a proper balance and secure footing
    - **Do not operate in the starting throttle position as the engine CANNOT be controlled in this position.**
    - Ease the machine upwards occasionally to help the removal of the soil and aid digging further
    - Only people authorised to operate the auger should be in the work area
    - Turn off the digger when refuelling or changing drill
    - Keep limbs clear of moving parts. Do not help the auger with your hands or feet
    - Ensure other persons are clear of digger when in operation
    - Dig the hole in several steps by clearing the soil frequently
    - Do not let the auger screw itself into the ground. Auger must dig with the dirt breaking up and being carried to the top by the auger flutes
    - Shut off the drive and stop the power source if the auger jams. Turn the auger backwards until clear
    - Do not use a shovel in close proximity of the rotating auger
    - Always make sure you turn off the power before cleaning out twigs or grass
    - Inspect the digger periodically during operation to check for damage or wear
    - Take regular breaks – do not use fatigued
  3. Post-Operation – Housekeeping:
    - Inspect digger for loose fasteners, worn or broken parts, pinched hoses, and leaky or loose fittings
    - Remove build-up of dirt from auger
    - Clean digger and return to storage to prevent damage
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