

SAFE OPERATING PROCEDURE

Task / Equipment

Trencher

Description:

Example picture








Potential Hazards and Risks:

- Rotating blade
- Noise/Vibration
- Musculoskeletal injuries
- Dust
- Slips, trips, and falls
- Muffler burns
- Flying rocks and debris

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
PPE													
	✓	✓	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>

Make sure no clothes, hair or jewellery can catch in machine parts

ALWAYS

- Ensure you have been appropriately trained to operate the trencher safely. **Be aware that the auger and chains can cause serious injuries, amputation or fatality**
- Carry out pre-operational safety checks before use
- Use assistance to lift the machine on and off transportation
- Refuel when the engine is cool and switched off
- Be familiar with the operation of the two stop switches in case of emergency
- When wearing hearing protection pay attention to your surroundings. Be aware of bystanders signalling a problem. Ensure there is someone nearby to assist if there is an emergency.
- Keep others at least 15 feet away from operation
- Keep a firm hold on the handlebars – the trencher may hop or buck under certain circumstances and must be stopped and the object removed or restart beyond the object
- DIAL BEFORE YOU DIG
- Ensure proper foothold at all times – walk slowly

NEVER

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- **Never start or run the engine inside a closed room or building. Breathing exhaust fumes can kill**
 - **Never use the machine if chain assembly is worn or damaged**
 - **Never start the engine unless the blade guard is securely in position**
 - **Never operate the digging chain when the engine is idle**
 - **Never move the trencher to another location with the engine on.**
 - **Never use a gradient of more than 10 degrees (use half a fuel tank)**
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Safe Operating Procedure:

Pre-Operation – Safety Checks

- **Refer to the manual for operation controls and operation**
- **Before commencing operation mark any submerged obstacles, sprinklers, water pipes, electrical cables - DIAL BEFORE YOU DIG**
- **Inspect the work area and remove foreign objects.**
- Check blades for damages, cracks, and sharpness
- Inspect fuel lines, tank, and area around carburettor for fuel leaks. Do not operate unit if leaks are found
- Ensure all guards are fitted, secure and functional
- Do not use if faults are detected
- Identify two ON/OFF switches. Both must be on to start. Either one will stop the machine.
- Ensure there is no one close to the machine when you start it
- Do not start with the teeth in contact with the ground as this may pull the trencher in the opposite direction
- Allow machine to warm up and test all controls are working properly before using
- Ensure the wheel lock device engages before lowering the digging bar into the ground.

Operation – Safety Procedure

- Check that the machine is in good operating order
- Always start and stop the engine on flat level ground
- **Refer to the operations manual**
- Never tilt or carry the machine when the engine is running
- Operate at a comfortable walking pace
- Stop the engine before moving location
- Use extreme caution when on a slope
- Never leave the unit unattended when in use
- Plan regular rest breaks. Alternate tasks to reduce muscle fatigue and maintain concentration
- Do not operate machine when you are tired. Do not rush

Post-Operation – Housekeeping

- Always wear appropriate personal protective equipment (e.g. eye, ear, hand, and foot protection)
 - Prevent injury - avoid contact with hot parts. Maintain grip on machine until machine comes to a complete stop
 - Never leave machine running while not in use or unattended
 - Allow the engine to completely cool before refuelling or performing any maintenance work according to the user manual requirements
 - Ensure machine is securely fastened during transportation and fuel valve shut off
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