

SAFE OPERATING PROCEDURE

Task / Equipment Description: Mini Digger (Kanga Series 6)



Potential Hazards:

- Moving parts
- Pinch points
- Movement of load carried by unit
- Tip over
- Hot parts
- Fire and explosion
- High pressure hydraulic liquid from hose leaks
- Loss of control and
- Instability.

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

Required Personal Protective Equipment (PPE)



Safety shoes/boots



Eye protection



Gloves



High visibility
clothing



Hearing
protection

Other PPE (describe): Close fitting, protective clothing

NEVER

IMPORTANT – Never carry a load or heavy attachment with the digger arms in a raised position

Never step off the platform with a load raised

Never allow any passengers on any part of the digger, including buckets and the operating platform

Never operate any of the control levers (including auxiliary levers) unless you are standing with both feet on the platform and firmly holding the grip handles

Never operate on or near embankments or at an angle greater than 15 degrees - look out for ditches, holes, etc

Never refuel with the engine running, in the proximity of any potential ignition source, or while you or someone near is smoking

Cautions

First time users to use slow 1/3 throttle to practice safe operation before commencing work. The recommended normal operating speed of the machine is 2/3 to ¾ throttle.

The kanga is not fitted with a seatbelt – this is a safety feature to allow quick access – DO NOT ADD A RESTRICTION SYSTEM

ALWAYS

Read the manual on the Diamond Hire website prior to using

Keep hands, feet and clothing away from all moving parts and hydraulic cylinders

Watch where you are driving and look down and behind, before and while reversing

Report any faults or incidents

Wear long pants and substantial shoes (no sandals, thongs, tennis shoes, sneakers, shorts or skirts)

Lower arms of digger and/or place attachment on the ground when parking or leaving the digger unattended

Always stop the engine if leaving the operator's platform

Stop the engine before making any adjustments to the attachments or the machine

Beware of traffic if working near roads. Keep all personal 4m away

Demarcate the work area with barricades or witches' hats

Always

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

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:

1. 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 handbreak 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.
 - When loading the machine, back machine onto trailer and place bucket on the trailer floor.
 - Ensure the machine is secured properly for transportation.
2. 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**
 - Check all controls for correct operation before commencing use **and are in neutral**
 - Check all movements before commencing – should be smooth and steady
 - Ensure both attachment lock pins are fully engaged in the locked position
 - Ensure hydraulic hoses are clean and attached
 - Be sure that the work area is free from other people and children before operating and erect signage or barricades
 - Clean work area of any debris
3. Operating on Slopes – Safety Procedure:
 - Do not operate on slopes exceeding 15 degrees - if a slope is greater than 5 degrees, only go up and down (not across)
 - Always have the heavy end of the machine uphill - weight distribution will change
 - Avoid turning on slopes, if you must turn, turn slowly keeping the heavy end of the machine uphill
 - Do not operate near ditches or embankments, the machine could turn over if a wheel goes over the edge of a cliff or ditch or the edge caves in
 - Remove obstacles such as rocks, tree limbs, etc from the work area, watch for ruts or bumps as uneven terrain could overturn the machine, also check tall grass as it can hide obstacles
 - If parking on slopes or hillsides always lower the digger arms and attachment to the ground and chock the wheels
 - If machine becomes unstable, jump clear - never try to stabilise the machine by putting your foot on the ground
 - Operate in slow speed
4. Security of Worksite – Safety Procedure:
 - Before reversing look behind and down for people in the vicinity - be aware of blind corners, shrubs, trees, or ends of fences that may obscure vision
 - Prevent access of persons into vicinity of trencher attachment and
 - Allow only responsible adults who are familiar with the digger and its operation to use the Digger
5. Post-Operation – Housekeeping:
 - Secure and switch off machine when work completed
 - Leave the work area in a safe, clean and tidy state
 - Immediately report any damage or faults

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