

# Safe Operating Procedure

## PPE Required



## General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual
- Report any faults or damage to supervisor
- Do not wear loose clothing or jewellery
- Do not operate equipment near pedestrians or people
- Do not operate without the appropriate PPE as detailed
- Do not operate equipment under the influence of drugs or alcohol

## General Engine Safety

- Refuelling – Do not smoke, or introduce ignition source, always turn engine off and allow engine to cool first, relieve fuel pressure by loosening cap slowly, wipe clean any fuel spills prior to re-start, If fuel spilled on clothes change clothes, ensure cap is replaced & store fuel vessel away from work area
- Do not breathe fuel vapour & replace cap securely after fuelling
- Do not operate engine without adequate ventilation
- Beware of hot surfaces on engine & other parts

## Operating Safety Instructions

- Systems alarms may be equipped which indicate imminent hazards which should not be ignored – see operation manual. Always stop when alarm or warning present
- All operators **must be** trained and hold appropriate certification or licence
- Do not exceed lift capacity of machine – understand lift charts
- Ensure ground conditions will support the machine and load
- Do not drive with bucket raised
- Do not raise bucket unless machine is on level ground 0 degrees
- Carry loads low as possible and tether to stop swaying loads
- Start, stop, turn and travel slowly to avoid swinging load
- Do not carry persons on the machine
- Never carry persons on bucket
- Never allow children to be near operating machines
- Never allow children to operate machine
- Report any damage to the cabin (ROPS) structure and cease use
- Maintain proper tyre pressure – refer manufacturer specifications
- Always wear seat belt
- Keep all parts of body within the frame at all times
- Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall
- Beware climbing in and out of loader
- Never climb out of loader with engine running
- Never attempt to start the loader with anyone nearby or whilst not seated in the operator seat with seat belt fastened
- Do not operate the loader without the reverse beeper working and the flashing beacon – inspect daily
- Connect hydraulic attachments after they are secured and pinned in place and ensure engine is switched off
- Only used approved attachments on the machine
- Beware of hot parts and high pressure in hydraulics – always switch engine off first before touching hydraulic lines. Beware that pressure can exist in the lines even with engine switched off – wear eye protection
- When entering and leaving the cab always use the hand rails, steps and always maintain 3 points of contact
- Always contact Dial Before You Dig prior to performing any digging to identify underground services

## Skidsteer SOP Skidsteer



## Risk Assessment

- Assess the immediate work area for any hazards
  - Control or eliminate all the risks associated with the hazards
  - Hazards to check for that may require risk control-
 

<input type="checkbox"/> Overhead power lines	<input type="checkbox"/> Working at height
<input type="checkbox"/> Digging	<input type="checkbox"/> Falling objects
<input type="checkbox"/> Confined space	<input type="checkbox"/> High Voltage
<input type="checkbox"/> Traffic & moving machinery	<input type="checkbox"/> Any stored energy
<input type="checkbox"/> Stored energy – air, hydraulic, electricity, pressure	
  - Ensure adequate clearance for full swing of machine
  - If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact
  - Ensure all mirrors in place prior to operation
  - Sound horn before moving and when turning
  - Always check clearances before driving under objects
  - Never operate machine near overhead power lines
  - Always park on flat level ground and engage park brake
  - Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
  - Never work under a raised bucket
  - Check work site prior to use and ensure free from obstacles, blind spots and pedestrians – never operate near observers or other people
  - Load attachments using the machine and do not have another person assist – keep them well away from an operating machine
  - Never use the machine to lift and move fuel vessels
  - Never operate or start the machine from outside the cab or seat as you could move the controls the wrong way and cause serious injury. Also never operate the machine with another person helping as they can be crushed
  - Never open the radiator cap when the engine is running or hot
  - Do not dig deeper than 1.5m without shoring
  - Beware of oxygen deficiencies and gas build up in pits and holes
- ### Driving on slopes
- Unloaded machine – rear of machine is heavy end and drive with bucket pointed downhill
  - Loaded machine – Front of machine is heavy end and drive with the bucket pointed uphill
  - When driving down hill use low gear, low speed and do not engage neutral
  - Avoid excessively steep slopes and never drive across them
  - Avoid turning on steep slope