

SAFE OPERATING PROCEDURES

Excavator

Workers require direct supervision until deemed competent



**HAND
PROTECTION
MUST BE WORN**



**FOOT
PROTECTION
MUST BE WORN**



**EYE & HEARING
PROTECTION
MUST BE WORN**



**HEAD
PROTECTION
MUST BE WORN**



This is the minimum PPE required. Use other PPE as determined by site policy and/or risk assessment.

PERSONAL PROTECTIVE EQUIPMENT

- Hard hat and high-visibility clothing should be worn when not inside the cab.
- Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.
- Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.
- Hand protection will be worn when changing attachments, carrying out maintenance, handling cable or any other material where there is danger of cuts or puncture injury.
- Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

PRE-OPERATIONAL SAFETY CHECKS

1. Excavators will be inspected prior to use to ensure good mechanical condition. Inspect fuel level, hydraulic oil and engine coolant and other items recommended by manufacturer. Do not operate unit if leaks are found.
2. Ensure the machine cab, steps, windows and mirrors are kept clean at all times with no loose objects in cab.
3. Locate and ensure familiarity with daily grease points, all machine controls and operations.
4. Check the effectiveness of the stopping system, turning system and all operating controls.
5. Ensure safety guards and other safety devices are fitted, secure and functioning properly.
6. Faulty equipment must not be used. Report suspect machinery immediately.
7. Ensure a safe work area by removing obstacles prior to operating the equipment.

OPERATIONAL SAFETY CHECKS

1. Wear seat-belts while operating machine.
2. Keep doors closed so that guarding is effective when working.
3. Operate at a safe speed and always check that the way is clear before moving or slewing. Proper speed selection must be used to maintain control. Drive according to terrain and environmental conditions.
4. Exercise due caution while working on slopes. Do not travel across a slope that is too steep for maintaining proper stability of the machine. Confine travel to up and down slope.
5. Avoid running over logs, stumps or any object which could cause the machine to become unstable.
6. Review and follow the safe work procedures for operating machinery on steep slopes.
7. Do not operate machine on slopes greater than 30% without a written Risk Assessment.
8. Ensure a communications system is established when working alone. If you leave the machine notify your co-workers.
9. If at any time the machine becomes unstable, shut it down, and request assistance.

OPERATIONAL SAFETY CHECKS continued

- 10. Always enter and leave the machine in a safe manner. Use the handholds and maintain 3 points of contact.
- 11. Beware of the slipping hazards that exist, particularly in the winter especially when standing on the tracks.
- 12. Always service your machine in the clear away from hazards.
- 13. Follow the lock-out/tagout procedures while conducting maintenance work on the machine.
- 14. Do not enter an active falling area, stay a minimum of two tree lengths away.
- 15. Do not work in areas where there is a danger of pushing trees, rocks or other debris into an active work area.
- 16. When pushing trees over, remove the tension out of the trees using the blade or winch so they may be bucked without danger of tree springing back.

DANGER ZONE

Is defined as the area around operating machines in which there is potential for working personnel being struck by moving equipment or objects. **The minimum allowable distance is 3 metres** from any part of the machine or load however, the danger zone may be increased according to the machine or work being performed.

The operator must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or any of its components are moved.

If the machine must be moved while personnel are within the danger zone, a safety observer must be used.

ENDING OPERATIONS AND HOUSEKEEPING

- 1. Park the machine on stable level surface, blade down in front, place bucket teeth flat on the ground with dipper vertical.
- 2. Check for safety and park where the machine will not block other vehicles or access to facilities.
- 3. Leave the work area in a safe, clean and tidy condition.
- 4. Remove any foreign material from cab.
- 5. Secure the machine from unauthorised use.



PROHIBITED OPERATIONS

No person shall operate an excavator without proof of basic competency training.

Do not use the excavator as a crane or hoist without completing a Risk Assessment first.

Do not carry out maintenance with the engine running. Always stop the engine before starting maintenance.

Do not handle fuel or grease, service the engine, or recharge the battery while smoking or when near an open flame.

POTENTIAL HAZARDS

Tip over, collisions, hitting striking object or person	Slip, Trip, Fall	Falling objects or load
Fumes	Flying debris in eyes	Noise
Extreme temperature hot parts		

Worker to complete

I have read and understood the SOP.
I agree to comply with these procedures at all times.

Name: _____

Signed: _____ **Date:** _____

Supervisor to complete

I have explained the SOP to the Worker, they've received adequate training and demonstrated basic competency.

Name: _____

Signed: _____ **Date:** _____

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.