

STANDARD OPERATING PROCEDURE

EXCAVATOR - MINI

**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS EQUIPMENT**



Identified Hazards

- Crushing & Striking (Others)
- Fuel
- Eye Injuries (falling Objects)
- Falling / Tripping
- Overhead / Underground Services
- Noise
- Dust | Airborne Material
- Tipping | Roll-Over

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements: Restrain long and loose hair, remove / contain loose jewellery

Operating Instructions

Pre-Operational Safety Checks

- Inspect the machine for any obvious damage or malfunctioning components:
 - Tracks, brakes, lights, mirrors, alarms, bucket attachment, gauges, controls, hydraulics, audible and visual warning devices, etc.
- Have the appropriate level of competency for the particular machine and worksite conditions.
- Operator to familiarise themselves with controls, gauges and warning devices specific to the machine.
- Seat and mirrors to be adjusted to suit the individual operator.
- Only authorised attachments to be used.
- No skylarking or inappropriate use of the machine and no riders permitted anywhere on the machine.

Operational Safety Checks

- **NEVER** operate faulty machinery. Report any faults, problems or hazards **IMMEDIATELY**.
- Ensure required PPE is available and worn. Seat belt is to be fastened when operating the machine.
- Always check for *overhead* power lines prior to starting. **Look Up and Live**
 - Do not work in No Go Zones of electrical power lines unless de-energised / isolated.
- Always check for *underground* services prior to starting. Use “Dial Before You Dig” if unsure.
- Look in the direction of travel watching out for other people, machinery and terrain conditions
- If possible, align the machine so that any long jerking actions will be in line with the tracks.
- Work within the machines safe operating load limits. **Do Not Overload**.
- Drive up and down inclines and never across. Avoid turning on a slope. Adjust speed to suit the working conditions and terrain, always checking for obstacles and / or hazards (drop-offs, soft soil spots etc.)
- Be aware of wet, soft or loose edges. Don't operate close to open or uncompacted trenches or excavations.
- Use ground spotters as required, ensuring hand signals are understood & communicated before starting.
- Exercise care when working near other machinery or people, keeping in mind the machine's “swing area”
- Stop the engine before refuelling. Do not refuel while the engine is still hot as fuel may overflow & catch fire. No Smoking or any sources of ignition to be present whilst refuelling.
- Do not leave machine unattended when operational.
- When not in use, park where there will be no obstruction to vehicles, site personnel or access ways, apply the brake, fully lower the bucket or attachments, and remove the ignition key.

REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS