

# Safe Operating Procedure

## Excavator



### PERSONAL SAFETY



### PRE OPERATIONAL SAFETY CHECKS

- No personnel are to operate an excavator without competency training and specific instruction;
- The operator must be competent to operate the specific excavator (make / model) to be used;
- Adjust the seat and lumbar support (if provided) to the correct position for yourself;
- Never operate the excavator without the safety pin correctly located and secured;
- Check the safety equipment, e.g. isolators, lockouts, reversing alarms etc.;
- Check the machine and complete the “Daily Pre-start Inspection Checklist” prior to commencement each day and at operator change-over;
- Check site conditions and be aware of any site hazards before commencing operation;
- Notify your supervisor immediately of any faults or repairs required;
- Perform all maintenance checks (refer to manufacturers guidelines):
  - Check the hydraulic system - have any leaks repaired (by a fitter);
  - Check cooling system - if air cooled, check for unobstructed air flow, if liquid cooled, check level.

### POTENTIAL HAZARDS

- Fire and spills whilst refuelling;
- Striking personnel or visitors while excavator in operation;
- Falling from machine when accessing, egressing or during machine operation;
- Instability when operating on un-even ground;
- Equipment damage during excavation process;
- Damage to other equipment and materials whilst operating.

### OPERATIONAL SAFETY PRACTICES (CONTROLS)

- The excavator should only be operated in accordance with the manufacturer’s instructions and for the purpose it was designed for;
- Always face the excavator and maintain three points of contact when accessing and egressing the machine;
- If fitted, wear the seat belt at all times;
- Identify, mark and delineate all underground services before commencing work;
- Maintain a safe distance from any underground service;
- Check for overhead obstructions i.e. power lines;
- Inspect the surface, learn before-hand as much about your working area as possible, (look up, down and around and take note of any hazards and obstacles);

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- If demolition is to be undertaken or a suspended slab ensure that protection screens are fitted
- Do not operate machine on a suspended slab without approval from an engineer unless the floor has been previously weighted;
- Check to ensure face of excavation is stable where operation is intended, to guard against collapse;
- Ensure if demolishing a building to position the machine away from any collapse zone;
- Keep working / loading area flat, level and clean of debris;
- Keep a constant check of any obstructions and personnel or public in the work zone (spotter and communications shall be in place when required);
- Keep tracks free of obstructions, i.e. reinforcing rods, iron etc.;
- When operating an excavator, ensure that there is delineation by creating a safety zone (personnel exclusion area) around the machine.

### Refuelling:

- Never fill the fuel tank with the engine running or, when near an open flame;
- Always isolate machine (personal lock) before refuelling;
- Never smoke while refueling (or operating) or in the immediate vicinity of the machine while refuelling is taking place;
- Never refuel adjacent to or near stormwater drains;
- Never overfill the tank or spill fuel. If fuel is spilled, clean it up immediately.

Note: Ensure a spill kit and, fire extinguisher, are located near the refueling location.

### **HOUSEKEEPING**

- Clean steps, windshield, lights and safety signs;
- Make sure the operator's area, steering lever, pedals, steps and grab handles are clean;
- Remove all personal items, other objects and general rubbish from the operator's area (cab).

### Parking Safety:

- Select level ground, whenever possible. If you must park on a slope or incline, position the machine at right angles to the slope;
- Engage the park brake; lower the bucket (and other attachments) to the ground;
- Where available, fit vandal covers and, ensure locks are in place.