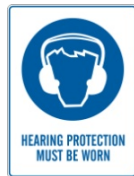


Safe Operating Procedure

Skidsteer



PERSONAL SAFETY



PRE OPERATIONAL SAFETY CHECKS

- No personnel are to operate a skidsteer without duty of care training and specific instruction;
- The operator is to be familiar with the operating procedure of the skidsteer;
- The skidsteer should only be operated in accordance with manufacturer's instructions;
- Adjust the seat and lumbar support (if provided) to the correct position for yourself;
- 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;
- 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;
- Hitting personnel or visitors while loader in operation;
- Falling from machine when accessing, leaving or during machine operation;
- Instability when operating on un-even ground;
- Equipment damage during loading processes;
- Damage to other equipment and materials whilst operating.

OPERATIONAL SAFETY PRACTICES (CONTROLS)

- The skidsteer should only be operated in accordance with the manufacturer's instructions and, for the purpose it is designed for;
- If fitted, wear the seat belt at all times;
- Check for overhead obstructions i.e. power lines;
- If operating your machine inside a building, know what clearances you will encounter – overhead, doorways, aisles etc, also the weight limitations of floors and beams;
- 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);
- Keep arms, legs and head inside the cab when operating the skidsteer;
- Do not operate machine on a suspended slab without approval from an engineer unless the floor has been previously weighted;
- For maximum stability, travel and turn keep the bucket at its lowest possible position;
- Keep working / loading area flat, level and clean of debris;

Safe Operating Procedure

Skidsteer



- Keep a constant check of any obstructions and personnel or public in the work zone (spotter and communications shall be in place when required);
- When operating a skidsteer, ensure that there is delineation by creating a safety zone (personnel exclusion area) around the machine;
- Never work around the equipment when the bucket or fork attachment is raised unless it is supported and the brakes are set and the key is removed from the ignition.

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.

Starting the Engine:

- Know the exact starting procedure for your machine. See the manufacture's manual for starting:
 - Sit in the operator's seat and adjust the seat so you can operate all the controls properly;
 - Fasten the seat belt/operator restraint;
 - Familiarise yourself with warning devices, gauges and operating controls;
 - Lower the operators seat bars (if equipped);
 - Engage the parking brake and put all controls in neutral/park position;
 - Ensure that the area is clear of all personnel;
 - Start the engine following the instructions in the manufactures manual.
- If necessary to run the engine or operate the machine within an enclosed area, be sure there is adequate ventilation;

Note: Start the engine from the operator's seat only. Never attempt to start the engine by shoring across starter terminals. Machine may move uncontrollably and cause serious injury or death to anyone in its path.

HOUSEKEEPING

- Make sure mud and debris are cleaned from the foot controls and the operator's area;
- 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 parking break, lower the bucket (and other attachments) to the ground and remove the key. Chock wheels if necessary.