

Safe Operating Procedure

Trench Digger



PERSONAL SAFETY



PRE OPERATIONAL SAFETY CHECKS

- No personnel are to operate the trench digger without duty of care training and specific instruction.;
- 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 digger in operation;
- Falling from machine when accessing, leaving or during machine operation;
- Instability when operating on un-even ground;
- Equipment damage during operating processes;
- Damage to other equipment and materials whilst operating.

OPERATIONAL SAFETY PRACTICES (CONTROLS)

- The trench digger should only be operated in accordance with the manufacturer's instructions and, for the purpose it is designed for;
- Ensure both feet are planted firmly on the driving platform at all times when operating;
- Check for overhead obstructions i.e. power lines;
- Identify, mark and delineate all underground services before any work commences;
- Maintain a safe distance from any underground service;
- 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 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);
- When operating the trench digger, ensure that there is delineation by creating a safety zone (personnel exclusion area) around the machine;

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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 refuelling (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 refuelling location.

HOUSEKEEPING

- Clean away any dirt and debris from in and around trench digger and attachments parts;
- Park on ground level, never park or leave trench digger on a slope.