

Safe Operating Procedure Mini Excavator

www.jchire.com.au

We are located at :

Nambour | Maroochydore | Warana

1300 524 473



The instructions recommended within this document apply to normal risk conditions. If the Mini Excavator is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

GENERAL SAFETY

- This excavator can only be operated if it is in a safe and sound operating condition by a competent operator.
- No drugs, alcohol or smoking is permitted
- Operator must comply with all load limits
- Ensure all beacons, alarms, brakes are working prior to use
- Operator to wear seat belt at all times
- Operator to wear appropriate PPE (safety footwear and Hi-Vis jacket)
- Restrain loads correctly
- **USE APPROVED LIFTING AND TIE DOWN POINTS, CHAINS AND STRAPS**

OPERATING CONDITIONS

- Carry out a visual inspection for tracks, brakes, lights, mirrors, beacon, radiator, bucket attachment, hoses
- Ensure you receive basic instruction on starting & braking
- When excavating ensure machine is on level ground
- Prior to excavating extend tracks to maximum that is compatible with available working space.
- If possible, align the machine so that any long jerk actions will be in line with the tracks
- **DO NOT OVERLOAD**
- If possible carry out a stability test by gradually extending a filled bucket to maximum reach in a safe location
- Look in the direction you are travelling and watch out for other people and obey
- Use the mirrors and look behind when reversing
- Use care when working near other machinery
- **DRIVE UP AND DOWN INCLINES AND NEVER ACROSS. AVOID TURNING TRUCK ON A SLOPE**
- Exercise care when maneuvering on sloping ground
- Be aware of wet, soft or loose edges and don't operate close to open or uncompacted trenches or other excavations
- Refer to operator's manual for all other requirements
- Load and unload on a flat level surface only

PARKING

- Park where there will be no obstruction to vehicles, site personnel or access ways
- Do not impede road traffic and post reflective warning signs
- Apply brake
- Remove ignition key for safe keeping

INSPECTION AND MAINTENANCE

- Excavator and mechanisms to be inspected and maintained regularly in accordance with manufacturer instructions
- Operator to carry out daily inspections of fuel, tyres, brakes, lights, mirrors, beacon and radiator
- Carry out any necessary service and maintenance

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements

Mini Excavator Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Crushing	Operator Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none">Assess ground conditions prior to commencing work to ensure stabilityEnsure that the capacity of the machine is not exceededSet up an exclusion zone to keep spectators out of work areaCaution to be exercised in wet conditionsOperate machine in a smooth manner avoiding jerky movementsAlways wear seatbelt and ensure flashing light and reverse alarm working	Every hire
Striking	Operator Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none">Ensure spectators remain out of exclusion zoneOnly competent people to operate the machineEnsure all machine alarms are in working order	Every hire
Electrical	Operator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none">Operator to assess surroundings and be aware of any power linesDial before you dig to ensure there are no underground cables, pipes etc	Every hire
Noise and Fumes	Operator Spectator	Severity of Risk (S)-2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none">Wear hearing protectionDo not operate in enclosed spaces	Every hire
Explosion or fire when refueling		Severity of Risk (S)-2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none">Machine to be switched off before refuelingAvoid spillage onto hot engine partsTightly seal fuel cap after filling	Every hire
Climbing Into Cab Falling	Operator	Severity of Risk (S)-1 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 2 LOW	<ul style="list-style-type: none">Always use handrail for assistanceEnsure feet are placed securely in the steps on machine	Every hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.