

# Safe Operating Procedure

## PPE Required



### General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual ([www.JCHire.com.au](http://www.JCHire.com.au))
- Report any faults or damage to JCHire 1300JCHire
- Do not wear loose clothing or jewellery
- Do not operate equipment near pedestrians or people
- Do not operate without the appropriate PPE as detailed
- Do not operate equipment under the influence of drugs or alcohol

### General Engine Safety

- **Refuelling** – Do not smoke, or introduce ignition source, always turn engine off and allow engine to cool first, relieve fuel pressure by loosening cap slowly, wipe clean any fuel spills prior to re-start, If fuel spilled on clothes change clothes, ensure cap is replaced & store fuel vessel away from work area
- Do not breathe fuel vapour & replace cap securely after fuelling
- Do not operate engine without adequate ventilation
- Beware of hot surfaces on engine & other parts

## Skidsteer



### Top 3 Safety Points

- Read and Understand Safe Operating Procedure
- Only Load and Unload trailer when it is connected to a vehicle
- Operating a SkidSteer on a hill is very dangerous only drive directly up and down slopes with bucket as low to ground as possible.

### Risk Assessment

- Assess the immediate work area for any hazards
- Control or eliminate all the risks associated with the hazards
- Hazards to check for that may require risk control-
  - ☐ Overhead power lines
  - ☐ Digging
  - ☐ Confined space
  - ☐ Traffic & moving machinery
  - ☐ Stored energy – air, hydraulic, electricity, pressure
  - ☐ Working at height
  - ☐ Falling objects
  - ☐ High Voltage
  - ☐ Any stored energy

### Operating Safety Instructions

Systems alarms may be equipped which indicate imminent hazards which should not be ignored – see operation manual. Always stop when alarm or warning present

Operator must be competent to operate a skid steer loader

Do not exceed lift capacity of machine – understand lift charts

Ensure ground conditions will support the machine and load

Do not drive with bucket raised

Do not raise bucket unless machine is on level ground 0 degrees

Carry loads low as possible and tether to stop swaying loads

Start, stop, turn and travel slowly to avoid swinging load

Do not carry persons on the machine

Report any damage to the cabin (ROPS) structure and cease use

Maintain proper tyre pressure – refer manufacturer specifications

Always wear seat belt

Keep all parts of body within the frame at all times

Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall

Beware climbing in and out of loader

Never climb out of loader with engine running

Never attempt to start the loader with anyone nearby or whilst not seated in the operator seat with seat belt fastened

Do not operate the loader without the reverse beeper working and the flashing beacon – inspect daily

Never allow children to operate machine

Connect hydraulic attachments after they are secured and pinned in place and ensure engine is switched off

Only used approved attachments on the machine

Beware of hot parts and high pressure in hydraulics – always switch engine off first before touching hydraulic lines. Beware that pressure can exist in the lines even with engine switched off – wear eye protection

When entering and leaving the cab always use the hand rails, steps and always maintain 3 points of contact

Always contact local authorities prior to performing any digging to identify underground services

If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact

Ensure adequate clearance for full swing of machine

Ensure all mirrors in place prior to operation

Sound horn before moving and when turning

Always check clearances before driving under objects

Never carry persons on bucket

Never operate machine near overhead power lines

Always park on flat level ground and engage park brake

#### Driving on slopes

Unloaded machine – rear of machine is heavy end and drive with bucket pointed downhill

Loaded machine – Front of machine is heavy end and drive with the bucket pointed uphill

When driving down hill use low gear, low speed and do not engage neutral

Avoid excessively steep slopes and never drive across them

Avoid turning on steep slope

Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed

Check work site prior to use and ensure free from obstacles, blind spots and pedestrians – never operate near observers or other people

Load attachments using the machine and do not have another person assist – keep them well away from an operating machine

Never allow children to be near operating machines

Never use the machine to lift and move fuel vessels

Never open the radiator cap when the engine is running or hot

Never operate or start the machine from outside the cab or seat as you could move the controls the wrong way and cause serious injury. Also never operate the machine with another person helping as they can be crushed

Do not dig deeper than 1M without shoring

Beware of oxygen deficiencies and gas build up in pits and holes

When loading or unloading on a trailer ensure the trailer is attached to a vehicle and do not load or unload on a hill.