

SOP - Post Hole Digger

DO NOT use this plant* unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Foot protection must be worn



Hearing protection must be worn



Protective body clothing must be worn



Hand protection must be worn

POTENTIAL HAZARDS AND RISKS

- i Entanglement**
Entanglement in moving parts
- i Shearing**
Body parts sheared between items of plant
- i Cutting, Stabbing or Puncturing**
Injury from sharp or flying object
Injury from contact with moving parts
Injury from unexpected movement of plant
Injury from work pieces being ejected
- i Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- i Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids
- i Crushing**
Crushing due to plant tipping or rolling over
- i Other**
Hearing damage from excessive noise
Injury due to plant malfunction or misuse
Injury due to operating of plant in unsuitable weather conditions
- i Exposure to Dust/Fumes**
Exposure to Dust

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ If it is suspected utility lines are in the works area ensure you have the correct "Dial Before You Dig" plans available BEFORE you start work
- ✓ Always inspect and clear the area of potential hazards. Remove all objects such as wire, cable, metal objects, stones, branches and all other foreign material that might be thrown or entangled
- ✓ Ensure that all safety guarding for auger adapters, drivelines, input shafts and safety signs are properly installed and in good condition
- ✓ Before operating plant, check all pins, bolts and connections to ensure all are securely in place
- ✓ Ensure plant is properly mounted, adjusted and in good operating condition
- ✓ Ensure shear bolts or auger-retaining bolts have not been replaced with ones longer than those supplied and specified by the manufacturer

OPERATING PROCEDURES

- ✓ Seat belt to be worn
- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Always operate plant according to manufacturer's guidelines

- ✓ Ensure no one else, including bystanders, are near you when operating plant
- ✓ Reduce speed when transporting mounted implements to avoid bouncing and momentary loss of steering control
- ✓ Post hole diggers are designed for one person operation
- ✓ Always dig holes whilst sitting in tractor seat
- ✓ Inspect the entire machine periodically. Look for loose fasteners, worn or broken parts, pinched hydraulic hoses, and leaky or loose fittings
- ✓ Always disengage the PTO, set brake, shut off the tractor engine, remove the tractor key and allow auger to come to a complete stop before dismounting tractor
- ✓ Use plant for its intended purposes only
- ✓ Before making adjustments bring plant to a complete standstill and isolate

ENDING OPERATIONS

- ✓ Park plant on even surface
- ✓ Stop tractor engine and engage park brake
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from combustibles
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor

- ✘ Do not use the digger unless the auger point and cutting edges are intact and in good working order
- ✘ Do not operate digger on steep hillsides. When digging on uneven or hilly terrain, position the tractor with the post hole digger uphill
- ✘ Do not let auger screw itself into the ground. Auger must dig with the dirt breaking up and being carried to the top by the auger flutes
- ✘ Do not shovel dirt away from a rotating auger as the shovel can be caught and thrown by the auger
- ✘ Do not attempt to free the auger while the PTO is connected. Disconnect the PTO driveline from the tractor before attempting to free the auger
- ✘ Do not walk or work under a raised digger or attachment unless it is securely blocked or held in position
- ✘ Do not operate with bystanders in the area
- ✘ Do not use post hole digger for pulling, pushing or lifting objects such as fence posts or stumps
- ✘ Do not leave plant running unattended
- ✘ Do not leave keys in machinery whilst unattended
- ✘ Do not wear loose clothing, jewellery, or have long hair untied while operating a post digger
- ✘ Do not use mobile phone while operating plant

***Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.**