

SOP - Skidsteer Loader (Bobcat)

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



High visibility clothing must worn



Hearing protection must be worn



Foot protection must be worn

POTENTIAL HAZARDS AND RISKS

- i Entanglement**
Entanglement in moving parts
- i Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- i Crushing**
Crushing due to plant tipping or rolling over
Crushing due to being trapped between plant and fixed structure
- i Manual Task Injury**
Manual task injury from repetitive movements
Manual task injury from awkward body posture
Manual task injury from plant vibration
- i Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids
- i Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
Injury from unexpected movement of plant
- i Other**
Hearing damage from excessive noise
Injury due to plant malfunction or misuse
Injury from contact with moving parts

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Check for obstacles and/or hazards (drop-offs, soft soil spots, overhead lines etc) plan safe loading and unloading routes
- ✓ Complete the appropriate pre-operational plant checklist, include checking of the interlocks and anti-descent devices for correct operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Seat belt to be worn, lower restraining bar
- ✓ Adjust seat and mirrors in bobcat to minimise blind spots
- ✓ Read and understand operator's manual
- ✓ Pinch and crushing points are known
- ✓ Use extreme caution while backing up, be aware of blind spots behind the bobcat and on both sides where the arm lifts pivot up and down
- ✓ Other workers must be aware of bobcat movements, and keep clear of bobcats path
- ✓ Inspect attachments and ensure use in accordance with manufacturer's specifications
- ✓ Spotter and operator is to establish hand signals / communication method prior to work commencing

OPERATING PROCEDURES

- ✓ Enter bobcat when the attachment is on the ground
- ✓ Face the seat when entering and maintain 3-point contact
- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Before making adjustments bring plant to a complete standstill and isolate
- ✓ Keep your arms, legs, and head inside the cab while operating
- ✓ Travel and turn with bucket in the lowest position possible
- ✓ When possible face the direction of travel
- ✓ Travel straight up or down with heavy end pointed uphill
- ✓ Maintain consistent communication and practice regular hand signals with spotter or other workers
- ✓ Attachments must be fully lowered to the ground when not in operation
- ✓ When parking, place gear in neutral, apply parking brake, and remove keys from ignition
- ✓ Maintain safe minimum distance from other workers
- ✓ Prior to reversing, sound alert to notify others, check mirrors and blind spots
- ✓ When possible, always reverse the bobcat to view side, never blind side

- ✓ Ensure eye contact is maintained with spotter when reversing
- ✓ If eye contact with spotter cannot be maintained, STOP work immediately
- ✓ Ensure location of workers on site is known prior to reversing

ENDING OPERATIONS

- ✓ Park plant on a level surface
- ✓ Before exiting, lower bucket or attachment to the ground, place gear in neutral, apply parking brake, and remove keys from ignition
- ✓ 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 work under a raised attachment
- ✗ Do not lift loads in attachments too high
- ✗ Do not attempt to operate the plant externally
- ✗ Do not use the foot or hand controls to step or hold while entering or exiting
- ✗ Do not travel sideways on slopes
- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use hand held devices or mobile phone while operating plant
- ✗ Do not allow riders anywhere on the equipment
- ✗ Do not use the bucket or other attachments as a platform
- ✗ Do not exceed the load capacity
- ✗ Do not modify or bypass safety devices
- ✗ Do not proceed in reverse without area being free of pedestrians, workers, or equipment etc.

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