

SOP – Plant use

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

This SOP may not cover all possible hazards and risks associated with this equipment 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

You must wear this personal protective equipment when doing this task



OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Plant & equipment	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Utilities & Services	

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ An emergency management plan has been established
- ✓ It is safe to proceed

Licence or VOC Required: Yes - VOC

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Services isolated where necessary
- ✓ Public is protected

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Selected Plant

Operating Procedures / Methodology:



Planning &

Preparation

- ✓ Obtain Manufacturer’s instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Establish a journey management plan when travelling more than 2 hours.
- ✓ Maintain 3 points of contact when accessing machine
- ✓ Ensure 2 forms of communication for remote workers.
- ✓ Adequate drinking water carried.
- ✓ Seat belts (if fitted) must be worn

Doing

- ✓ Use in accordance with Manufacturer’s Instructions
- ✓ Never carry passengers on a machine unless on a seat
- ✓ Check for other workers when moving a machine
- ✓ Road regulations apply
- ✓ Drive to suit road conditions.
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Check and mark all underground and overhead services.
- ✓ Always stabilize machine when digging or loading with the back bucket.
- ✓ Operate machine on as level surface as possible
- ✓ Keep work area clean and clear of all hazards.
- ✓ Check all around you when moving the machine.
- ✓ Never swing a bucket (empty or full) or lift a load over people, machinery or cars.
- ✓ When loading trucks take care not to let material fall off the sides or back.
- ✓ Remove any spilt debris and loose rock at completion of your days work.
- ✓ Lower buckets, stop engine, apply handbrake and remove key when leaving the machine unattended.

Ending Operations / Housekeeping:

- ✓ Plant shall not have suspended loads
- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Overnight warning lights are on
- ✓ Machine parked to minimise misuse
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ Use if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Leave plant running unattended
- ✗ operate across the side of a hill.
- ✗ overreach, especially to the side.
- ✗ straddle or walk the machine across a deep trench.
- ✗ overload trucks.
- ✗ exceed the lifting capacity of the machine
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Use mobile phone while operating plant
- ✗ Alter this SOP without Management approval

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
- [First aid in the workplace](#)
- [Work health and safety consultation, co-operation and co-ordination](#)
- [Managing noise and preventing hearing loss at work](#)
- [How to manage work health and safety risks](#)
- [Managing the work environment and facilities](#)
- [Labelling of workplace hazardous chemicals](#)
- [Managing risks of hazardous chemicals in the workplace](#)
- [Electrical safety Working near overhead and underground electric lines](#)
- [Excavation work](#)
- [Managing risks of plant in the workplace](#)
- [Mobile crane](#)
- [Tower crane](#)
- [Traffic management for construction or maintenance work](#) Standards
- AS 1319 Safety signs for the occupational environment
- AS 1940 The storage and handling of flammable and combustible substances
- AS 2293 .2 emergency evacuation



**WHIRLIGIG
COMPLIANCE**



My HSEQ Management System

extinguishers

AS 2444 fire

AS 4801 OH&S management systems

ISO 31000 Risk management

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents