

SOP - Backhoe

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



Head protection must be worn



Hearing protection must be worn



Foot protection must be worn



Hand protection must be worn



High visibility clothing must be worn

POTENTIAL HAZARDS AND RISKS

- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Electrical Shock or Burn**
Electrical shock or burn from plant contact with live electrical conductors
- Slip, Trips, Falls**
Slip, trip, fall whilst entering and exiting vehicle
- Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids
- Other**
Injury due to plant malfunction or misuse
Injury due to operating of plant in unsuitable weather conditions
Contact with hot or cold parts of plants
Hearing damage from excessive noise
- Crushing**
Crushing due to plant tipping or rolling over
Crushing due to material falling off plant
- Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
Injury from unexpected movement of plant
- Entanglement**
Entanglement in moving parts
- Shearing**
Body parts sheared between items of plant

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Only use plant in accordance with relevant site procedures
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure all implements are grounded
- ✓ Before operation check worksite for obstructions and hazards including ditches, slopes, hills and excavations
- ✓ Ensure plant is clear of persons
- ✓ Seat belt to be worn

OPERATING PROCEDURES

- ✓ 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

- ✓ Use 3 points of contact when entering and exiting plant
- ✓ All steps, ladders, platforms should be kept clean (to prevent slips & falls)
- ✓ Be aware of changes in weather conditions which may affect plant operators safety
- ✓ Ensure you are aware of the location of overhead powerlines, always operate within the prescribed safe working distances of overhead powerlines, utilising a spotter if required
- ✓ If it is suspected utility lines are in the area ensure you have the correct "Dial Before You Dig" plans available BEFORE you start work
- ✓ Ensure you are aware of hazardous surface areas such as uneven or sloping terrain that may result in plant rollover
- ✓ Be certain the condition of the worksite is stable and capable of supporting plant during operation
- ✓ Always be aware of wet/soft and loose edges
- ✓ Ensure plant is sufficiently isolated from customers when operating
- ✓ Before making adjustments bring plant to a complete standstill and isolate

ENDING OPERATIONS

- ✓ Park plant on even surface
- ✓ Apply the service brakes to stop the machine.
Engage the parking brake
- ✓ Ensure bucket is grounded when parking
- ✓ Put the backhoe in the “transport position” when travelling
- ✓ Stop the engine
- ✓ Turn the start switch to the OFF position
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from ignition source
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ 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 operate on excessively steep terrain
- ✗ Do not operate near ditches, holes or embankments that may collapse under plants weight
- ✗ Do not dismount or mount plant whilst engine is running
- ✗ Do not carry passengers
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

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