

SOP - Excavator

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



Head protection must be worn



Hand protection must be worn

POTENTIAL HAZARDS AND RISKS

- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Crushing**
Crushing due to plant tipping or rolling over
Crushing due to material falling off plant
- Cutting, Stabbing or Puncturing**
Injury from unexpected movement of plant
Injury from contact with moving parts
- Electrical shock or burn**
Electrical shock or burn from plant contact with live electrical conductors
- Entanglement**
Entanglement in moving parts
- Slip, Trips, Falls**
Slip, trip, fall whilst entering and exiting vehicle
- Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids
- Shearing**
Body parts sheared between items of plant
- 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

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
- ✓ Know the engine, excavator and lift capacity of the plant and operate accordingly
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure all implements are grounded
- ✓ 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 vehicle
- ✓ All steps, ladders, platforms should be kept clean (to prevent slips & falls)

- ✓ Be aware of changes in weather conditions that may affect plant operators safety
- ✓ Make certain the swing area of boom is clear of all persons and obstacles before operating swing control, always be aware of persons approaching
- ✓ Make certain the attachment being used is suited for the job at hand
- ✓ If it is suspected utility lines are in the work area ensure you have the correct "Dial Before You Dig" plans available BEFORE you start work
- ✓ Always operate within the prescribed safe working distances of overhead power lines, utilising a spotter if required
- ✓ Be certain the condition of the worksite is stable and capable of supporting the plant during operation
- ✓ Always watch for bystanders when operating plant
- ✓ Reduce speed when turning, crossing slopes, or driving on rough, slick or muddy surfaces
- ✓ Always drive up and down inclines, never across
- ✓ Always be aware of wet/soft and loose edges
- ✓ Before making adjustments bring plant to a complete standstill and isolate

ENDING OPERATIONS

- ✓ Park plant on even surface
- ✓ Lower all attachments to the ground
- ✓ Ensure cutting edge of bucket and stabiliser legs are on the ground
- ✓ Neutralise controls and apply holding break
- ✓ Always let the engine idle down before switching off
- ✓ Stop the engine, lock the ignition and move controls to release pressure
- ✓ Always turn off the isolator switch
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 meters 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 a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not carry passengers
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in plant whilst unattended
- ✗ Do not dismount or mount plant whilst engine is running
- ✗ Do not leave excavator with the bucket and hoe off the ground
- ✗ Do not use mobile phone while operating plant
- ✗ Do not swing or turn plant around on slopes

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