Safe Operating Procedures

Make: Kubota
Model: U55-4G
Type: Excavator - Small (0 - 9.9 Tonne)
Plant Number: AHSH237

Recommended PPE - Subject to Company & Site Policy



SOP Excavator

GENERAL & START UP

Read and understand manufacturer's operational manual
Complete pre-operational checklist (never use faulty or defective machinery)
All operators must be free from the direct and after effects of drugs and alcohol
Ensure that an appropriate, charged fire extinguisher is available
Ensure all operators are trained & qualified in the use of this equipment and hold the relevant licence or certification where applicable
Know your machine, its features and how they work. Keep your machine in good condition
Never operate in a poorly ventilated area, carbon monoxide is colourless, odourless and poisonous
Ensure all guards and safety features are in place prior to start up
Never use faulty or defective equipment
On entry and exit to this machine always, maintain 3 points of contact, face machine during access and egress, never jump off machine
Ensure all mirrors and operator seat are adjusted correctly prior to start up
Never start the machine until seated in the normal operator position
Ensure work area is clear of all bystanders and hazards prior to starting and operating machine
Confirm control pattern and machine function prior to operation
Ensure all operators fully understand the procedures to be followed in the event of an emergency or accident

DEMOLITION

Before commencing any demolition work, read & understand the Demolition Work - Code of Practice
If the demolition work is or involves high risk construction work, a safe work method statement (SWMS) must be prepared and followed for the work being undertaken
Ensure appropriate demolition work licences are held
Ensure all essential services are disconnected prior to commencing work e.g. gas, water, electricity, telecommunications etc.
Identify any hazardous materials present prior to work e.g. asbestos, lead, chemicals etc. and ensure appropriate control measures for disposal
Always secure the work area:
Exclusion zones to prevent unauthorised access to work areas
Systems to prevent falling objects - demolished materials should not be allowed to free fall unless confined within a chute, shaft or exclusion zone
Ensuring public safety and protection
Ensure the appropriate plant & equipment is used for the task
Always use fall prevention devices where work at height is undertaken
Ensure the appropriate demolition sequence is undertaken

TRAVEL

ALWAYS travel with the boom as close to the ground as possible. This increases stability whilst ensuring maximum operator visibility
ALWAYS wear your seat belt
ALWAYS check the area, identify ditches, rocks, stumps and other hazards before starting work and implement appropriate controls. Be wary of long grass, it can cover hazards
ALWAYS consider ground type prior to travelling machine, use extreme caution on slippery surfaces such as metal, ice etc
ALWAYS ensure route for the machine is clear of obstacles and the ground is capable to withstand the machine traveling across the surface
ALWAYS ensure the travel path is defined and free from hazards before commencing operation
ALWAYS ensure front and rear swing area is clear of bystanders
ALWAYS ensure operator has a clear field of vision, especially when reversing or loading, a spotter may be required

Safe Operating Procedures

NEVER dismount from machine unless parked on even ground, any attachments are lowered to the ground, the transmission is in the park position and the parking brake is effectively engaged

ROLL OVER HAZARD

ALWAYS use extreme caution when driving adjacent excavations and batter edges
NEVER travel across slopes, travel up and down slopes only
NEVER position machine over "shelf" adjacent excavation
ALWAYS position machine as level as possible - this may require building a level surface prior to operation
ALWAYS keep load/attachments as close to the ground as possible when travelling. This increases stability whilst ensuring maximum operator visibility
ALWAYS position machine on solid ground (lower blade if fitted)
NEVER exceed manufacturer's maximum grade recommendations
ALWAYS consider ground type prior to moving machine, use extreme caution when crossing landfill where there may be a risk of land slip

OPERATION

! **ALWAYS** OPERATE MACHINE IN A MANNER TO REDUCE THE RISK OF UNINTENTIONAL CONTACT BETWEEN THE MACHINE AND ANY ATTACHMENTS OR LOADS
ALWAYS ensure barricades and warning notices are erected around the work area
ALWAYS ensure an exclusion zone is established and clear of all bystanders prior to commencing work
ALWAYS ensure access to machine from bystanders is restricted at all times whilst in operation
ALWAYS cease operation immediately if bystanders enter the work area
ALWAYS clean up debris resulting from work in order to reduce slips, trips and falls and other hazards
NEVER use this machine for any purpose for other than which it is designed
ALWAYS conduct an online enquiry with BEFORE YOU DIG to locate underground services (www.byda.com.au)
ALWAYS close the front and or rear screen/guard on the operator cabin to avoid injury from dust and debris (if fitted)
ALWAYS confirm location of any underground services prior to excavation in any area, use extreme caution if services are present
ALWAYS know the location of any utility services in the work area, damage to gas or power lines could lead to an electrocution, fire or explosion
ALWAYS hand excavate in close proximity to services taking material to be excavated into consideration
NEVER excavate under machine
NEVER position machine under precipice or overhead obstructions
ALWAYS use extreme caution when operating adjacent batter edge
ALWAYS ensure barricades are erected and in place around open excavations at all times
NEVER leave machine running unattended
ALWAYS operate in well-lit area
NEVER move loads over the cabin, load from the sides or rear only
ALWAYS keep hands and body parts clear of all moving parts
NEVER use hand held phone while operating
ALWAYS refer to power line approach distance label re safety around power lines
NEVER exceed the maximum rated capacity of the machine
NEVER allow persons to ride on the machine
NEVER operate while tired or fatigued
ALWAYS Stay Alert! Watch what you are doing and use common sense

LIFTING

This machine is fitted with a lifting device, any lifting must be in accordance with the requirements for cranes, as a minimum observe the following:
Never exceed machine capacity as per load chart
Remove buckets and other attachments prior to lifting (where possible)
Use only approved chains, slings and fittings appropriately rated for task
Always use approved closed eye lifting point
Always ensure lift chains, slings & shackles are correctly attached prior to operation
All loads must be rigged by a competent person
Always position machine as level as possible
Never lift anything using bucket teeth
Never lift people, never lift anything over people
Never travel with the load elevated as it restricts vision and reduces stability
Avoid hard sudden slewing or stopping, especially whilst carrying a load
Never leave suspended load unattended

OTHER PLANT & PERSONNEL

ALWAYS ensure traffic management plan is in place prior to starting any work on the road or roadside
ALWAYS ensure appropriate signage is affixed when operating at the roadside

Safe Operating Procedures

ALWAYS watch out for traffic when operating near roads, driveways and parking areas
ALWAYS wear appropriate hi vis workwear when working in areas of high vehicle/machinery movements

COMMUNICATION

ALWAYS ensure all relevant plant & personnel are equipped with a fully functional UHF radio that is audible to the operator during normal machine operation and is available at all times
ALWAYS ensure clear communication between operators has been established prior to commencing any operation
A spotter may be required where UHF radio is unavailable or insufficient

TRANSPORT

ALWAYS follow loading/unloading and load restraint SWP when transporting unit
ALWAYS ensure machine is placed in the manufacturers transport configuration prior to any transport of the machine
ALWAYS use approved lifting and restraining points when lifting and restraining on trucks or trailers
ALWAYS use extreme caution when driving on and off float - always have a second person guide you from a safe distance away from the machine

SERVICE & MAINTENANCE

ALWAYS follow manufacturer's operational manual for any servicing and maintenance
ALWAYS switch off and isolate machine prior to performing any maintenance
ALWAYS use competent persons to perform any maintenance work
ALWAYS ensure that all hydraulic hoses are connected properly and free from leaks and damage (never use your hand to check for leaks, use wood or card board)
ALWAYS follow manufacturer's operational manual for lubrication and changing accessories
ALWAYS maintain machine with care, inspect periodically and if damaged, have repaired by authorized service facility
ALWAYS inspect hydraulic hoses prior to each use and replace if needed
ALWAYS ensure appropriate access, egress and approved handrail is in place prior to performing any maintenance or refuelling

REFUELLING

NEVER refuel unless the engine is stopped and the ignition is turned off
ALWAYS loosen fuel cap slowly to relieve pressure
NEVER smoke during refuelling
NEVER use mobile phone while refuelling
ALWAYS stand on firm ground or designated platform when refuelling
NEVER undertake other tasks while refuelling
ALWAYS refuel in a well ventilated area. Do not breathe fuel vapour
ALWAYS be aware of hot surfaces on engine and other components when refuelling
ALWAYS ensure fuel hose is removed and fuel cap is replaced prior to restarting machine

Safe Operating Procedures

Operator Acknowledgement

I the undersigned acknowledge that I have read and understand the Safe Operating Procedures described above.
I also acknowledge that I have received a copy of this Safe Operating Procedure.

DATE	NAME	SIGNATURE