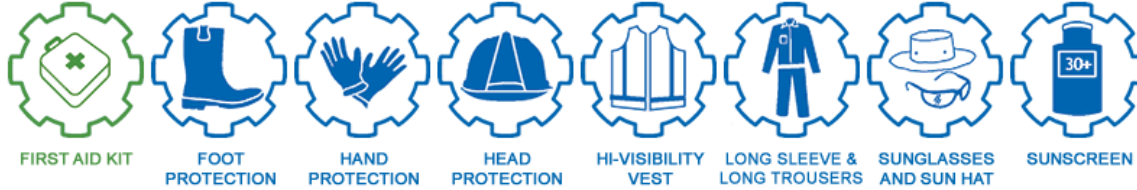


# Safe Operating Procedures

Make: Caterpillar  
Model: 325F  
Type: Excavator - Large (20 Tonne +)  
Asset Number: AHS41  
Serial Number: CAT0325FVNDJ20109



## 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  
Never operate in a poorly ventilated area, carbon monoxide is colourless, odourless and poisonous  
Ensure work area is clear of bystanders and hazards prior to starting engine and operating machine  
Once engine is started confirm control pattern, travel direction and machine function  
Ensure that you are familiar with all attachments and the clearance distances between attachments and any other part of machine

**! NEVER HIT CABIN OR ANY PART OF MACHINE WITH ANY ATTACHMENTS**

### TRAVEL & OPERATION

**! ALWAYS WEAR YOUR SEAT BELT**  
**! NEVER CARRY PASSENGERS**

Ensure work area is clear of all bystanders  
When travelling always keep dipper arm perpendicular to ground and attachments low to ground ensuring maximum stability and operator visibility  
Always consider ground type prior to travelling machine, use extreme caution on slippery surfaces such as metal, ice etc.  
Never travel across slopes, travel up and down slopes only  
Ensure front and rear swing area is clear of bystanders and objects  
Refer to power line approach distance label re safety around power lines  
Confirm location of any underground services prior to digging in any area, use extreme caution if services are present, always hand excavate in close proximity to services taking material to be excavated into consideration  
Position machine on solid ground, (lower blade if fitted)

**! ALWAYS POSITION MACHINE AS LEVEL AS POSSIBLE - this may require building a level surface prior to operation**  
**! NEVER POSITION MACHINE OVER "SHELF" ADJACENT EXCAVATION**  
**! NEVER POSITION MACHINE UNDER PRECIPICE OR OVERHEAD OBSTRUCTIONS**  
**! NEVER WORK ACROSS SLOPES, WORK UP AND DOWN BUILDING LEVEL WORK AREA AS NECESSARY**  
**! NEVER EXCAVATE UNDER MACHINE**

### LIFTING

This machine is an excavator, any lifting must be in accordance with the crane requirements, as a minimum observe the following:

- Never exceed machines capacity as per load chart
- Never lift anything using bucket teeth
- Always use approved closed eye lifting point (must not be attached to bucket)
- Use only approved chains, slings and fittings appropriately rated for task
- Remove buckets and other attachments prior to lifting
- Never lift anything over people
- Never lift people

### REFUELLING

**NEVER** refuel unless the engine is stopped and ignition turned off  
**NEVER** smoke during refueling

### Operator Signature:

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

