Safe Operating Procedures

Make:	**Caterpillar**
Model:	**352F**
Type:	**Excavator - Large (20 Tonne +)**
Asset Number:	**AHSH157**
Serial Number:	**WNA20018**

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

! **ALWAYS** OPERATE MACHINE IN A MANNER TO REDUCE THE RISK OF UNINTENTIONAL CONTACT BETWEEN THE MACHINE AND ANY ATTACHMENTS OR LOADS

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

Safe Operating Procedures

REFUELLING

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

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