

Safe Operating Procedure



PPE Required



General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual (www.flexihire.com.au)
- Report any faults or damage to Flexihire 1300FLEXIHIRE
- Do not wear loose clothing or jewellery
- Do not operate equipment near pedestrians or people
- Do not operate without the appropriate PPE as detailed
- Do not operate equipment under the influence of drugs or alcohol

General Engine Safety

- **Refuelling** – Do not smoke, or introduce ignition source, always turn engine off and allow engine to cool first, relieve fuel pressure by loosening cap slowly, wipe clean any fuel spills prior to re-start, If fuel spilled on clothes change clothes, ensure cap is replaced & store fuel vessel away from work area
- Do not breathe fuel vapour & replace cap securely after fuelling
- Do not operate engine without adequate ventilation
- Beware of hot surfaces on engine & other parts

Skidsteer



Top 3 Safety Points

- Read and Understand Safe Operating Procedure
- Only Load and Unload trailer when it is connected to a vehicle
- Operating a SkidSteer on a hill is very dangerous only drive directly up and down slopes with bucket as low to ground as possible.

Risk Assessment

- Assess the immediate work area for any hazards
- Control or eliminate all the risks associated with the hazards
- Hazards to check for that may require risk control-
 - ☐ Overhead power lines
 - ☐ Digging
 - ☐ Confined space
 - ☐ Traffic & moving machinery
 - ☐ Stored energy – air, hydraulic, electricity, pressure
 - ☐ Working at height
 - ☐ Falling objects
 - ☐ High Voltage
 - ☐ Any stored energy

Operating Safety Instructions

Systems alarms may be equipped which indicate imminent hazards which should not be ignored – see operation manual. Always stop when alarm or warning present	If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact
Operator must be competent to operate a skid steer loader	Ensure adequate clearance for full swing of machine
Do not exceed lift capacity of machine – understand lift charts	Ensure all mirrors in place prior to operation
Ensure ground conditions will support the machine and load	Sound horn before moving and when turning
Do not drive with bucket raised	Always check clearances before driving under objects
Do not raise bucket unless machine is on level ground 0 degrees	Never carry persons on bucket
Carry loads low as possible and tether to stop swaying loads	Never operate machine near overhead power lines
Start, stop, turn and travel slowly to avoid swinging load	Always park on flat level ground and engage park brake
Do not carry persons on the machine	Driving on slopes
Report any damage to the cabin (ROPS) structure and cease use	Unloaded machine – rear of machine is heavy end and drive with bucket pointed downhill
Maintain proper tyre pressure – refer manufacturer specifications	Loaded machine – Front of machine is heavy end and drive with the bucket pointed uphill
Always wear seat belt	When driving down hill use low gear, low speed and do not engage neutral
Keep all parts of body within the frame at all times	Avoid excessively steep slopes and never drive across them
Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall	Avoid turning on steep slope
Beware climbing in and out of loader	Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
Never climb out of loader with engine running	Check work site prior to use and ensure free from obstacles, blind spots and pedestrians – never operate near observers or other people
Never attempt to start the loader with anyone nearby or whilst not seated in the operator seat with seat belt fastened	Load attachments using the machine and do not have another person assist – keep them well away from an operating machine
Do not operate the loader without the reverse beeper working and the flashing beacon – inspect daily	Never allow children to be near operating machines
Never allow children to operate machine	Never use the machine to lift and move fuel vessels
Connect hydraulic attachments after they are secured and pinned in place and ensure engine is switched off	Never open the radiator cap when the engine is running or hot
Only used approved attachments on the machine	Never operate or start the machine from outside the cab or seat as you could move the controls the wrong way and cause serious injury. Also never operate the machine with another person helping as they can be crushed
Beware of hot parts and high pressure in hydraulics – always switch engine off first before touching hydraulic lines. Beware that pressure can exist in the lines even with engine switched off – wear eye protection	Do not dig deeper than 1M without shoring
When entering and leaving the cab always use the hand rails, steps and always maintain 3 points of contact	Beware of oxygen deficiencies and gas build up in pits and holes
Always contact local authorities prior to performing any digging to identify underground services	When loading or unloading on a trailer ensure the trailer is attached to a vehicle and do not load or unload on a hill.