



RISK MANAGEMENT BOOKLET

AUGER ATTACHMENTS

ACKNOWLEDGEMENT

(INSTRUCTIONS ON SIGNING)

Both of these pages need to be signed by the Customer
and either the Agent for DIGGA Australia Pty Ltd
Or DIGGA Australia Pty Ltd if bought Direct.

The first sheet is the customers Original and
the second sheet (Copy) is removed by either:
The Agent for DIGGA Australia Pty Ltd
Or DIGGA Australia Pty Ltd

**RISK ASSESSMENT IN COMPLIANCE WITH
NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
DOCUMENT: 1010 (1994)**

This document must be dated and signed to be valid. Any changes made to this document proceeding the date specified and revision number below, must also be dated with a revision number, then sent out to all machine owners so that they can update their documents. The recipient must acknowledge the revision by return of the audit notice.

DATE: _____	ISSUE: 02
SIGNATURE: _____	
FULL NAME: _____	
POSITION: _____	

**ORIGINAL ACKNOWLEDGEMENT
RISK MANAGEMENT STRATEGY AND STANDARD WORK PROCEDURES**

The purpose of this document is to:

Acknowledge that I have received the Risk Management Strategy and Standard Work Procedures as supplied by DIGGA AUSTRALIA Pty Ltd, as its agents, servants and assignees, under standard terms and conditions of sale; that I have read and understood the Standard Work Procedures and that I agree to comply fully with the procedures as standard operating practice. Accept full responsibility for the training of each of my operators, whether employed or under sub-contract, and agree to make available a copy of the Risk Management Strategy and Standard Work Procedures in order that the operator(s) may acknowledge training and ensure full compliance in the operation of the equipment. Further that I shall keep a training log showing training for each and every operator detailing date of provision, name and address of operator and duration of training. I shall have each operator acknowledge receipt of training and agreement to comply with Standard Work Procedures. This log is to be provided to DIGGA AUSTRALIA Pty Ltd, as its servant, agent or assignee on request.

Signed for and on behalf of:

Customer: _____
Name: _____
Address: _____

Agent for DIGGA Australia Pty Ltd

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RISK MANAGEMENT STRATEGY AND STANDARD WORK PROCEDURES**

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Accept full responsibility for the training of each of my operators, whether employed or under sub-contract, and agree to make available a copy of the Risk Management Strategy and Standard Work Procedures in order that the operator(s) may acknowledge training and ensure full compliance in the operation of the equipment.

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Signed for and on behalf of:

Customer: _____

Name: _____

Address: _____

Agent for DIGGA Australia Pty Ltd

DISCLAIMER

This document has been produced using information supplied by the principal and by personal observation. Whilst every effort has been made to address every item in the most complete manner, it is possible that some information was not available at the time, or that circumstances or situations may arise which had not or could not be envisaged. Any circumstance or situation, which comes to light, which has not been dealt with in the document, must be considered as a new identified hazard, and the principles of Risk Management applied accordingly.

1.0. INTRODUCTION

- 1.1. Persons who have an obligation under the Workplace Health and Safety Act 1995 (Queensland, New South Wales, Victoria), or comparable legislation throughout Australia, have an obligation to prevent reasonably foreseeable harm resulting from or associated with plant. The information given through risk management can guide a person as to the measures that should be taken in order to prevent reasonably foreseeable harm associated with plant. Risk Management is limited by the issue of practicability.
- 1.2. Risk Management is a logical and systematic approach to managing the uncertainty regarding risk. Risk Management is basically about.
 - (a) Identifying the hazards that exist with the plant
 - (b) Assessing the risks associated with those hazards
 - (c) Taking appropriate action to eliminate or control those risks
- 1.3. A hazard is something with the potential to cause injury or disease. A risk is the probability of a hazard resulting in an injury or disease, together with the seriousness of the injury or disease.

2.0. OBJECTIVES

- 2.1. The objective of this "Risk Assessment" is to protect the health and safety of any person from hazards arising from this plant and systems of work associated with this plant by:
 - (a) Ensuring that hazards associated with the use of this plant in the workplace are identified and risks to health and safety are assessed and controlled.
 - (b) Eliminating, or where this is not practicable, minimising risks to health and safety arising from this plant.
 - (c) Requiring the provision of relevant information and training.

3.0. HAZARD IDENTIFICATION

- 3.1. A number of methods were applied to identify hazards associated with this plant. These included:
 - 3.1.1. An on site evaluation of the plant at work in a number of situations. On flat land and on slopes was used to help identify hazards and determine risk.
 - 3.1.2. Consultation with organisations using the plant and discussions with management, workers and with contractors using the plant to also identify hazards and determine risk.
 - 3.1.3. The manufacturer's "Procedures Manual" details methods of work for all applications recommended at present. The procedures will be applied to the hazards identified.
- 3.2. All reasonably foreseeable hazards to health and safety arising from this plant and systems of work associated with this plant will be identified.
 - 3.2.1. Without limiting the generality of clause 3.2, hazards associated with the following factors, so far as they are relevant to the design, manufacture, installation and use of this plant will be identified.
 - 3.2.2. **Suitability of the type of plant for the particular task.**
Auger specifically designed for use on "Skid Steer Machine"
 - 3.2.3. **Actual and intended use at the workplace.**
Boring/ sinking holes
 - 3.2.4. **Environmental conditions and terrain in which plant is used.**
Work sites & conditions governed by "Skid Steer Machines Operations Manual". Eg. maximum working degrees/ slopes "Skid Steer Machines" can work on etc.
 - 3.2.5. **Foreseeable abnormal situations, misuse and fluctuations of operating conditions.**
Steep and uneven ground, using undue force, not using plant as manufacturer intended, changing machine settings and controls, weather conditions.

- 3.2.6 Potential for injury due to entanglement, crushing, trapping, cutting, stabbing, puncturing, shearing, abrasion, tearing and stretching.**
Loose clothing, safety observer/ off sider standing too close to auger,
Skid Steer machine crushing safety observer/ off sider.
Being trapped between auger and machine when attaching & removing auger.
Auger falling from attachment.
Injury occurring while changing augers
Machine rollover.
Muscular/ skeletal injuries
Hydraulic failure causing lift arms to drop.
- 3.2.7. Generation of hazardous conditions due to pressurised content, electricity, noise, radiation, friction, vibration, fire, explosion, temperature, moisture, vapour, gases, dust, ice, hot or cold parts.**
Burst hydraulic hoses. Underground services (electricity, gas, water, sewerage, telecommunication etc.) striking solid objects, airborne particles generated by auger and wind
- 3.2.8. Failure of the plant, resulting in the loss of contents, loss of load, unintended ejection of workpieces, explosion, fragmentation or collapse of parts.**
Replacing auger's bits and pilot bits.
Attachment plate falling off.
Auger pin braking, resulting in auger falling off
- 3.2.9. Capability of plant to lift and move people, equipment and materials, and suitability of secondary backup systems to support the load.**
Capability of plant to lift and move people, equipment and materials.
- 3.2.10. Control systems, including guarding and communications system.**
Altering or tampering with controls or systems. Communications between machine operator & safety observer/ off sider. PTO Shaft guarding.
- 3.2.11. Potential for falling objects and the plant to roll over.**
Auger falling on machine or safety observer/ off sider.
Plant rollover. Lift arms to fall due to hydraulic failure.
- 3.2.12. Suitability of materials used for the plant.**
N/A

3.2.13. Suitability and conditions of all accessories.

Incorrect or unsuitable auger bits used.
Inappropriate or unsuitable auger connections and parts.
Wear factors.
Correct plumbing of machine.
Incorrect and/or nil maintenance of "Skid Steer Machine".

3.2.14. Ergonomic need relating to installation and use.

Lifting techniques

3.2.15. Carrying out the work without the plant.

Considered more hazardous to muscular/ skeleton system, more labour intensive and time consuming

3.2.16. Location in the workplace and the impact on workplace design and layout

N/A

3.2.17. Suitability and stability of the plant and supports.

Suitability and support of the plant

3.2.18. Presence of persons and other plant in the vicinity.

Persons and other plant in the vicinity

3.2.19. Potential for inadvertent movement or operation of the plant.

Inadvertent movement or operation of the plant & auger when moving within the work site.

3.2.20. Access and egress.

Access and egress to the work site

3.2.21. Competency of operators.

Operator competency

4.1. The hazards identified with the use and operation of the plant were assessed for risk when used in conjunction with the manufacturer "Procedure Manual".

- 4.2.1. The following have been taken from the hazard identification
- 4.2.2. **Suitability of the type of plant for the particular task.**
The augers have been specifically designed to operate on “Skid Steer Machines”.
- 4.2.3. **Actual and intended use at the workplace.**
To sink/ auger holes in the ground. Utilising a “Skid Steer Machine” as a power pack and a mode of transport.
- 4.2.4. **Environmental condition and terrain in which plant is used.**
To work on work sites that do not exceed the safe working limits of the “Skid Steer Machine” as per the “Skid Steer Machine” “Operations Manual”.
- 4.2.5. **Foreseeable abnormal situations, misuse and fluctuation of operating condition.**
“Skid Steer Machine” to be worked in accordance to its “Operations Manual”.
Using undue down force can destabilise the “Skid Steer Machine” causing it to become unbalanced.
Changing machine settings could cause auger to rotate too fast, causing projectiles etc.
- 4.2.6. **Potential for injury due to entanglement, crushing and trapping.**
Do not wear loose clothing.
If a safety observer/ offsider is being used, he shall be in charge of work place, also the operator cannot move the “Skid Steer Machine” unless he has been directed by safety observer/ offsider. Safety observer/ offsider must only direct the operator to move machine when the safety observer/offsider deems himself to be in a safe place. Only the operator can attach or detach auger assembly (quick hitch system) from the “Skid Steer Machine”. No person shall position themselves directly under the lift arms or auger assembly. One must use correct lift & posture techniques while changing auger or extensions. Engine must be “shut down”, controls tagged & locked and machine to be in “rest position” with handbrake applied, before any maintenance can be performed. The operator must not egress the machine whilst the machine is in the “operation mode” or “engine running”.
- 4.2.7. **Generation of hazardous conditions due to pressurised content, electricity, noise, radiation, friction, vibration, fire, explosion, temperature, moisture, vapour, gases, dust, ice, hot or cold parts.**
Hydraulic hoses must be checked on a daily basis and a site specific Risk Assessment must be undertaken for underground services and other work site hazards, use the appropriate personnel protection equipment (eye protection, hearing protection, (if noise levels exceed levels described by current statutes, regulations, codes or advisory standards), UV protection, Industrial work wear, safety helmets).

4.2.8. Failure of the plant resulting in loss of load or unintended ejection of work pieces.

Use soft-headed hammers for replacing auger bits and pilot bits.

Before commencing work ensure locking handle for quick-hitch is in locked position and secured.

Daily check of auger locking pin.

4.2.9. Capability of plant to lift and move people, equipment and materials, suitability of secondary back-up systems to support the load.

No capability of plant to lift and move people or equipment or materials.

4.2.10. Control systems including guarding & communication system

No altering or tampering with controls or machine systems. If using a safety observer/ offsider they must be in communication with machine operator at all times. Machine operator can only move machinery on work site at the direction of safety observer/ offsider.

4.2.11. Potential for falling objects and the plant to roll over.

Daily checks of auger locking pin & quick attachment locking handle, being locked & secured.

Daily check of hydraulic hoses & fittings.

If using a safety observer/ offsider, they must inform the machine operator of uneven ground.

“Skid Steer Machine” safety manual and operations manual must be adhered to at all times. Eg. Do not exceed recommended slope/ level the machine can safely operate too.

4.2.12. Suitability of materials used for the plant.

N/A

4.2.13. Suitability and conditions of all accessories.

All augers, connections and parts must be to the recommendations of the manufacturer, or have the authority by the manufacturer to use the other attachments. All worn and replacement wear parts must be replaced in accordance to the manufacturer recommendations. “Skid Steer Machine” must be maintained in accordance with the provisions with the “Workplace Health & Safety Act”, regulations, codes of practice and advisory standards.

4.2.14. Ergonomic needs, relating to installation & use.

Use the correct lifting techniques and postures for manual handling when operating machine & changing augers and extensions.

4.2.15. Carrying out the work without the plant.

The purpose of the plant reduces risk of injury to the muscular/ skeleton systems by reducing manual labour, and also increase productivity.

4.2.16. Location in the work place & the impact on work place design & layout.

N/A

4.2.17. Suitability & stability of the plant & supports.

Undue force must not be put on the machine to lift that machine from the ground resulting in instability, machine must be operated on an even surface. The attachment was designed to work within the parameters of the design of the "Skid Steer Machine".

4.2.18. Presence of persons & other plant in the vicinity.

No person to come within 6 metres of operating plant, without first gaining the attention of the operator and/or safety observer/ off sider and the approval of the operator and/or the safety observer/ off sider to enter the work site. Any excavations or holes that are hazardous or are in a high traffic or public area shall be barricaded &/ or clearly identified & they shall comply with the regulations and provisions of the "Workplace Health & Safety Act", regulations, codes of practice and advisory standards.

4.2.19. Potential for inadvertent movement or operation of the plant.

If using a safety observer/ off sider they must direct the operator of the "Skid Steer Machine" when moving within the work site. The safety observer/ off sider must keep all other persons & plant 6 metres clear of moving "Skid Steer Machine". If one-man operations extra care should be taken in identifying the presence of personnel and plant before and during movement of the machine still maintaining a 6 metre clearance. When travelling with the auger in vertical position, the auger must be kept as close to the ground as possible without damaging the auger. When travelling with auger in a locked horizontal position, the tip of the auger should be marked with a high visibility device, so as to be clearly visible to all other persons on work site. The machine must still be directed by safety observer/ off sider and all plant & persons kept 6 metres clear of moving machine.

4.2.20. Access & Egress

All access and egress must be done in a safe manner to all persons & plant.

4.2.21. Competency of Operators.

All operators must have all necessary tickets & competency required under the statues, regulations, code of practices & advisory standards, to operate "Skid Steer Machine". The "Skid Steer Machine" operator must have read and understood the "Operations Manual" of the "Skid Steer Machine". All operators and safety observer/ off sider must have read & understood the "Operators Manual" & "Standard Work Procedures" & any required training as set out by the manufacturer before using the machine.

5.0 CONTROL MEASURES

Control measures adopted for the operation of the “Skid Steer Machine with Auger Attachment” rely largely on the adoption & separation of other persons on the work site & the general public, by distance. Another control measure is: if a safety observer/ off sider is used, they shall be in control of the work site and the machine operator, as the safety observer/ off sider has basically an unobstructed view of the work site. “Standard Work Procedures” should be firmly adhered too as well as the manufacturers “Operators Manual”; regular maintenance must be carried out according to the manufacturer specifications.

6.0. SUMMARY

The application of Risk Assessment procedures in accordance with N.O.H.S.C: 1010 would show that provided the procedures documented for the use of the plant are followed meticulously, the hazards identified as associated with its use can be minimised. This Risk Assessment has been applied using information supplied by the manufacturer and by observation. Any alteration in the application of the plant or change in operating conditions will necessitate a reappraisal of the Risk Assessment.

STANDARD WORK PROCEDURE

DIGGA
AUSTRALIA PTY LTD

AUGER ATTACHMENTS

FOR

SKID STEER MACHINE

1.0. SCOPE

- 1.1. This specification covers the sinking; Augering of holes using the “Skid Steer Machine with Auger Attachment”.
- 1.2. The above may be carried out in public land, private property, construction & building sites, rural & urban areas & mine sites. Where conditions suit the use of such a machine

2.0. OBJECTIVES

- 2.1. The objectives of this “Standard Work Procedure” are to follow safe and approved techniques when sinking/ Augering holes.
- 2.2. It is a requirement of the Workplace Health and Safety Act 1995 that safe systems of work are employed and the contents of this “Standard Work Procedure” are a fundamental requirement of the obligations imposed under this Act.
- 2.3. The principal / operator and all relevant staff are responsible for ensuring that defined standards and work practices, described in this and any other relevant “Standard Work Procedure”, are applied at the work place and that individual actions do not endanger the health and safety of themselves and others.

- 2.4. The principal and operator are responsible for ascertaining and obtaining all required permits, consents, licenses or other necessary approvals to carry out the work prior to commencement of the work. Any rules or conditions or requirements of any consent, permit or license must be complied with by the principal /operator in full.
- 2.5. At all times during the work, all property such as buildings, fences, equipment, trees or shrubs that are to be retained, must be safe guarded.

3.0. PUBLIC RELATIONS/ DISCLAIMER

- 3.1. The principal / operator shall take due note of the possibility of adverse public comments and potential harm that can be done to the company's or the customer's image and is advised of the high priority that is placed on retaining this image.
- 3.2. Any complaints from the public are to be treated courteously and these, as well as any media enquiries shall be reported to the company and the customer's supervising officer, as soon as possible.
- 3.3. In all instances hole sinking/ Augering work may only be carried out where this work has received the required documented approvals from all state and / or local government authorities, public organisations or private owners. Particular care should be taken where under ground services may be located.
- 3.4. These "Standard Work Procedures" are a guide only and it is the Principal/Operator's responsibility to ascertain and comply with detailed work procedures appropriate for each particular circumstance.
- 3.5. "Digga Australia Pty.Ltd." makes no representation or warranty whatsoever as to whether the above guidelines are comprehensive and the Principal and operator acknowledge that by the use of these guidelines they take full responsibility for any damage, consequential loss or other action or claim suffered or incurred by the Principal or Operator or any third party as a result of operating the "Skid Steer Machine with Auger Attachment" in accordance with these guidelines.
- 3.7. The Principal and Operator free and release "Digga Australia Pty. Ltd." from all liability for any loss suffered or claim or action made against the Principal or Operator during or as a result of operating the "Skid Steer Machine with Auger Attachment" following these work procedures.

4.0. PLANT, TOOLS, EQUIPMENT and MAINTENANCE

4.1. PLANT

4.1.1. In the event that the work requires the use of other plant, such as excavators, front end loaders or trucks, in a supportive role, the Principal Contractor must ensure that this supportive plant is of a standard and is operated in accordance with approved “Standard Work Procedures”, government requirements, manufacturers “Operators Manuals” etc.

4.2. TOOLS AND EQUIPMENT

4.2.1. Appropriate safety clothing, i.e. safety helmet, safety boots etc. in accordance with the Workplace Health and Safety Act and relevant industry standard safety requirements.

4.2.2. Roadway warning signs in accordance with Uniform Traffic Control Devices under the laws pertaining to the relevant Australian State.

4.3. MAINTENANCE

4.3.1 All plant, tools and equipment are to be maintained in good working order in conformance with the requirements of the relevant Acts, Regulations or Ordinances.

4.3.2. During any periodic maintenance on the “Skid Steer Machine with Auger Attachment” or other attachments, it is required that the “Skid Steer Machine” be positioned for maintenance and the engine of the machine then is stopped. All controls must be tagged and locked (with the key removed) in the “rest position” and all pressure released from the system.

4.3.3. At any time that the machine is under maintenance, maintenance personnel must use a lockout system to eliminate the possibility of accidental start up. I.e.: All controls tagged and locked, with the maintenance personnel retaining the key until the maintenance period is finished.

5.0. SAFETY

5.1. An “Operating Procedures Risk Assessment” in accordance with the requirements of the Workplace Health and Safety Act 1995 has been carried out.

5.2. All work must be carried out in accordance with the Risk Assessment and with existing government and / or relevant industry safety requirements.

5.3. All work must be carried out in accordance with the Manufacturer’s “Owner’s Manual”

5.4. The “Skid Steer Operation Manual” must have been read and understood by the operator.

- 5.5. The operator and safety observer/ off sider both must have read and understood the Digga Australia Pty Ltd “Operation Manual”, “Risk Assessments” & “Standard Work Procedures” before any work is commenced.
- 5.6. Any unauthorised modification carried out to the machine voids any Risk Assessment, warranty and responsibility of the manufacturers and their agents.
- 5.7. Regardless of the type of work to be carried out and before any work is commenced, the operator must be aware and inform himself of any potential hazards that might exist and take appropriate measures to eliminate them.
- 5.8. The operator shall especially be aware of the hazards of working near underground services and shall instruct his staff in such matters as detailed in existing industry safety specifications.
- 5.9. When accessing the machine or refueling the machine the operator shall stop the engine and bring all hydraulic controls to the “rest position”.

6.0. ACCREDITATION and TRAINING

All operators must have read and understood the manufacturers “Operators Manual” and “Standard Work Procedures” and required to adhere too and/or perform the following:

- 6.1 Adequate training by an approved person.
- 6.2. Any training conducted by Digga Australia Pty Ltd or their nominated agents must be documented on completion.
- 6.3. Any further training conducted by the owner must also be documented to identify trained operators.
- 6.4. Any other accreditation, training and / or licensing to meet the specific requirements of any other relevant industry, e.g. unrestricted ACDC license, safety awareness for non-electrical workers, first aid and site induction courses etc.

7.0. WORK PROCEDURES

All operators and/or safety observers/offsidiers must have read and understood The “Operators Manual”, “Standard Work Procedure” and performed any Required training as set out by the manufacturer before using this machine.

- 7.1. The operator of the “Skid Steer Machine” must have all necessary tickets and competency required under the statues, regulations, codes of practice and advisory standards, to operate a “Skid Steer Machine”.

- 7.2. Before work commences, ensure that all safety pins, locking bolts/ locking arms and safety covers are locked and in position.
- 7.3. Inspect the worksite and identify the extent of the work to be carried out and note any possible hazards or constraints. Underground cables, services etc. Check with relevant government departments on the location of these, before commencement of any work.
- 7.4. Prepare a plan as to the sequence of how the work is to be carried out safely.
- 7.5. Inspection of machine: Check hydraulic hosing and fittings, check “Skid Steer Machine” in accordance with “Operations Manual”, check for restrictions on moving parts, check wear parts, pilot & cutting bits etc, check on auger pin, oil & fuel and other components as per manufactures “Operating Manual”.
- 7.6. Machine is only to be used in accordance with the “Skid Steer Machines Operations Manual” E.g. Degree of elevated slope/ ground that the machine can safely be used etc.
- 7.7. Under **NO** circumstance can any person alter, tamper or modify with any “Relief Valves”, “Engine Settings” or “Machine Settings”.
- 7.8. Under **NO** circumstance should the “Skid Steer Machine” be lifted off the ground by the auger, while the auger is in use. This action will destabilise the “Skid Steer Machine”.
- 7.9. **NO** loose clothing or body ornaments is allowed to be worn while operating the machine and unrestricted long hair must be retained so as not to get caught in the moving parts of this machine.
- 7.10. The operator must operate the machine in accordance with the manufacturers “Operation Manual”.
- 7.11. The engine must be “shut down”, tagged and locked and the machine be in “rest position” to perform maintenance.
- 7.12. If a safety observer/ off sider is being utilised he shall be in charge of the work site. The operator cannot move the “Skid Steer Machine” unless the operator has been directed by the safety observer/ off sider.
- 7.13. The safety observer/ off sider shall only direct the operator to move the machine when the safety observer/ off sider deems himself to be in a safe place.
- 7.14. Only the operator can attach or detach auger assembly (quick hitch attachment) from the “Skid Steer Machine”.
- 7.15. **NO** person shall position themselves directly under the lift arms or auger attachment.

- 7.16. The appropriate personal protection equipment must be worn in accordance with “Workplace Occupational Health & Safety” regulations. Hard hat, safety boots, gloves, safety glasses, UV protection, industrial work-wear etc.
- 7.17. When changing auger and pilot bits, a soft-headed hammer **MUST** be used.
- 7.18. The machine **MUST NOT** be used to lift and move people, equipment or materials.
- 7.19. All augers’ connections and parts must be to the recommendations of the manufacturer or have the authority by the manufacturer for the use of other attachments.
- 7.20. All worn and replacement wear parts must be repaired or replaced in accordance to the manufacturer’s recommendations.
- 7.21. Operators must use correct lifting techniques and postures for manual handling, changing of auger’s, and when operating the machine. I.e. Back must always be in a straight position and bend the knees.
- 7.22. No person is to come within 6 metres of the operating plant without first gaining the attention of the operator and/or safety observer/ off sider and his approval acknowledged before entering the work site.
- 7.23. Any excavations or holes that are hazardous in a high traffic or public area or are to be left open for any period of time shall be barricaded and/ or clearly identified & they shall comply with the regulations and provisions of the “Work Health & Safety Act”, regulations, codes of practice and advisory standards.
- 7.24. If using a safety observer/ off sider they must direct the operator of the “Skid Steer Machine” when moving within the work site.
- 7.25. The operator and/or safety observer/ off sider must keep all other persons and plant 6 metres clear of “Skid Steer Machine”.
- 7.26. If one-man operation, extra care should be taken in identifying the presence of personnel and plant, before and during movement of the machine, still maintaining a 6-metre clearance.
- 7.27. When the “Skid Steer Machine” is travelling with the auger in a vertical position, the auger must be kept as to the ground as possible, under the guidance of the safety observer/ off sider.
- 7.28. When the “Skid Steer Machine” is travelling with the auger locked in a horizontal position; the tip of the auger should be marked with a high visibility device, so as to be clearly visible to all other persons on the work site. This also is under the guidance of the safety observer/ off sider.
- 7.30. On entering or egressing the work site care must be taken to avoid all other personal and plant.

8.0. CLEANING UP OF WORKSITE

- 8.1. The worksite must be cleaned up as per the customer's specifications and in accordance with State and Local Government regulations.

STANDARD WORK PROCEDURE

DIGGA AUSTRALIA PTY LTD

AUGER ATTACHMENTS

FOR

EXCAVATOR OR BACKHOE

1.0. SCOPE

- 1.1. This specification covers the sinking/ boring of holes using the “Auger” for a “Excavator or Backhoe”.
- 1.2. The above may be carried out in public land, private property, construction & building sites, rural & urban areas & mine sites. Where conditions suit the use of such a machine.

2.0. OBJECTIVES

- 2.1. The objectives of this “Standard Work Procedure” are to follow safe and approved techniques when sinking/ Augering holes.
- 2.2. It is a requirement of the Workplace Health and Safety Act 1995 that safe systems of work are employed and the contents of this “Standard Work Procedure” are a fundamental requirement of the obligations imposed under this Act.
- 2.3. The principal / operator and all relevant staff are responsible for ensuring that defined standards and work practices, described in this and any other relevant “Standard Work Procedure”, are applied at the work place and that individual actions do not endanger the health and safety of themselves and others.

- 2.4. The principal and operator are responsible for ascertaining and obtaining all required permits, consents, licenses or other necessary approvals to carry out the work prior to commencement of the work. Any rules or conditions or requirements of any consent, permit or license must be complied with by the principal /operator in full.
- 2.5. At all times during the work, all property such as buildings, fences, equipment, trees or shrubs that are to be retained, must be safe guarded.

3.0. PUBLIC RELATIONS/ DISCLAIMER

- 3.1. The principal / operator shall take due note of the possibility of adverse public comments and potential harm that can be done to the company's or the customer's image and is advised of the high priority that is placed on retaining this image.
- 3.2. Any complaints from the public are to be treated courteously and these, as well as any media enquiries shall be reported to the company and the customer's supervising officer, as soon as possible.
- 3.3. In all instances hole sinking/ Augering work may only be carried out where this work has received the required documented approvals from all state and / or local government authorities, public organisations or private owners. Particular care should be taken where over head and underground services may be located.
- 3.4. These "Standard Work Procedures" are a guide only and it is the Principal/Operator's responsibility to ascertain and comply with detailed work procedures appropriate for each particular circumstance.
- 3.5. "Digga Australia Pty.Ltd." makes no representation or warranty whatsoever as to whether the above guidelines are comprehensive and the Principal and operator acknowledge that by the use of these guidelines they take full responsibility for any damage, consequential loss or other action or claim suffered or incurred by the Principal or Operator or any third party as a result of operating the "Excavator or Backhoe with Auger Attachment" in accordance with these guidelines.
- 3.7. The Principal and Operator free and release "Digga Australia Pty. Ltd." from all liability for any loss suffered or claim or action made against the Principal or Operator during or as a result of operating "Excavators or Backhoes with Auger Attachment" following these work procedures.

4.0. PLANT, TOOLS, EQUIPMENT and MAINTENANCE

4.1. PLANT

- 4.1.1. In the event that the work requires the use of other plant, such as excavators, front end loaders or trucks, in a supportive role, the Principal Contractor must ensure that this supportive plant is of a standard and is operated in accordance with approved "Standard Work Procedures", government requirements, manufacturers "Operators Manuals" etc.

4.2. TOOLS AND EQUIPMENT

- 4.2.1.** Appropriate safety clothing, i.e. safety helmet, safety boots etc. in accordance with the Workplace Health and Safety Act and relevant industry standard safety requirements.
 - 4.2.2.** Roadway warning signs in accordance with the “Queensland Transport Manual of Uniform Traffic Control Devices; Part 3-Works on Roads, or equivalent.
- ## **4.3. MAINTENANCE**
- 4.3.1** All plant, tools and equipment are to be maintained in good working order in conformance with the requirements of the relevant Acts, Regulations or Ordinances.
 - 4.3.2.** During any periodic maintenance on the “Excavator or Backhoe with Auger Attachment” or other attachments, it is required that the “Excavator or Backhoe” be positioned for maintenance and the engine of the machine then is stopped. All controls must be tagged and locked (with the key removed) in the “rest position” and all pressure released from the system.
 - 4.3.3.** At any time that the machine is under maintenance, maintenance personnel must use a lockout system to eliminate the possibility of accidental start up. I.e.: All controls tagged and locked, with the maintenance personnel retaining the key until the maintenance period is finished.

5.0. SAFETY

- 5.1.** An “Operating Procedures Risk Assessment” in accordance with the requirements of the Workplace Health and Safety Act 1995 has been carried out.
- 5.2.** All work must be carried out in accordance with the Risk Assessment and with existing government and / or relevant industry safety requirements.
- 5.3.** All work must be carried out in accordance with the Manufacturer’s “Owner’s Manual”
- 5.4.** The “Excavator or Backhoe Operations Manual” must have been read and understood by the operator.
- 5.5.** The operator and safety observer/ off sider both must have read and understood the Digga Australia Pty Ltd “Operation Manual”, “Risk Assessments” & “Standard Work Procedures” before any work is commenced.
- 5.6.** Any unauthorised modification carried out to the machine voids any Risk Assessment, warranty and responsibility of the manufacturers and their agents.

- 5.7. Regardless of the type of work to be carried out and before any work is commenced, the operator must be aware and inform himself of any potential hazards that might exist and take appropriate measures to eliminate them.
- 5.8. The operator shall especially be aware of the hazards of working near overhead or underground services and shall instruct his staff in such matters as detailed in existing industry safety specifications.
- 5.9. When accessing the machine or refueling the machine the operator shall stop the engine and bring all hydraulic controls to the “rest position” before leaving the machine.

6.0. ACCREDITATION and TRAINING

All operators must have read and understood the manufacturers “Operators Manual” and “Standard Work Procedures” and required to adhere too and/or perform the following:

- 6.1 Adequate training by an approved person.
- 6.2. Any training conducted by Digga Australia Pty Ltd or their nominated agents must be documented on completion.
- 6.3. Any further training conducted by the owner must also be documented to identify trained operators.
- 6.4. Any other accreditation, training and / or licensing to meet the specific requirements of any other relevant industry, e.g. unrestricted ACDC license, safety awareness for non-electrical workers, first aid and site induction courses etc.

7.0. WORK PROCEDURES

All operators and/or safety observers/ off siders must have read and understood The “Operators Manual “, “ Standard Work Procedure “ and performed any Required training as set out by the manufacturer before using this machine.

- 7.1. The operator of the “Excavator or Backhoe” must have all necessary tickets and competency required under the statues, regulations, codes of practice and advisory standards, to operate a “Excavator or Backhoe”.
- 7.2. Before work commences, ensure that all safety pins, locking bolts/ locking arms and safety covers are locked and in position.
- 7.3. Inspect the worksite and identify the extent of the work to be carried out and note any possible hazards or constraints. Overhead/ underground cables, services etc. Check with relevant government departments on the location of these, before commencement of any work.
- 7.4. Prepare a plan as to the sequence of how the work is to be carried out safely.

- 7.5. Inspection of machine: Check hydraulic hosing and fittings, check "Excavator or Backhoe" in accordance with "Operations Manual", check for restrictions on moving parts, check wear parts, pilot & cutting bits etc, check on auger pin, oil & fuel and other components as per manufactures "Operations Manual".
- 7.6. Machine is only to be used in accordance with the "Excavator or Backhoe Operations Manual" E.g. Degree of elevated slope/ ground that the machine can safely be used etc.
- 7.7. Under **NO** circumstance can any person alter, tamper or modify with any "Relief Valves", "Engine Settings" or "Machine Settings".
- 7.8. Under **NO** circumstance should the "Excavator or Backhoe" be lifted off the ground by the auger, while the auger is in use. This action will destabilise the "Excavator or Backhoe".
- 7.9. **NO** loose clothing or body ornaments is allowed to be worn while operating the machine and unrestricted long hair must be retained so as not to get caught in the moving parts of this machine.
- 7.10. The operator must operate the machine in accordance with the manufacturers "Operation Manual".
- 7.11. The engine must be "shut down", tagged and locked and the machine be in "rest position" to perform maintenance.
- 7.12. The safety observer/ off sider is being utilised he shall be in charge of the work site. The operator cannot move the "Excavator or Backhoe" unless the operator has been directed by the safety observer/ off sider.
- 7.13. The safety observer/ off sider shall only direct the operator to move the machine when the safety observer/ off sider deems himself to be in a safe place.
- 7.14. The operator must not leave the machine while the safety observer/ off sider is changing augers or adding extension bars. The operator can only move the machine under the direction of the safety observer/ off sider.
- 7.15. No person shall position themselves directly under the boom or dipper arms or auger attachment.
- 7.16. The appropriate personal protection equipment must be worn in accordance with "Workplace Occupational Health & Safety" regulations. Hard hat, safety boots, gloves, safety glasses, UV protection, industrial work-wear etc.
- 7.17. When changing auger and pilot bits, a soft-headed hammer **MUST** be used.
- 7.18. The machine **MUST NOT** be used to lift and move people, equipment or materials.

- 7.19. All augers, connections and parts must be to the recommendations of the manufacturer or have the authority by the manufacturer for the use of other attachments.
- 7.20. All worn and replacement wear parts must be repaired or replaced in accordance to the manufacturer's recommendations.
- 7.21. Operators must use correct lifting techniques and postures for manual handling, changing of auger's, and when operating the machine. I.e. Back must always be in a straight position and bend the knees.
- 7.22. No person is to come within one and half times of the highest point of the "Excavator or Backhoe" while the plant is operating, without first gaining the attention of the safety observer/ off sider and his approval acknowledged before entering the work site.
- 7.23. Any excavations or holes that are hazardous in a high traffic or public area or are to be left open for any period of time shall be barricaded and/or clearly identified or they have to comply with the regulations and provisions of the "Workplace Health & Safety Act", regulations, codes of practice and advisory standards.
- 7.24. The safety observer/ off sider must direct the operator of the "Excavator or Backhoe" when moving within the work site.
- 7.25. The safety observer/ off sider must keep all other persons and plant one and a half times, of the highest point of the "Excavator or Backhoe" , in distance, away from the machine at all times.
- 7.26. When the "Excavator or Backhoe" is travelling with the auger in a vertical position, the auger must be kept as to the ground as possible, under the guidance of the safety observer/ off sider.
- 7.27. When the "Excavator or Backhoe" is travelling with the auger locked in a horizontal position; the tip of the auger should be marked with a high visibility device, so as to be clearly visible to all other persons on the work site. This also is under the guidance of the safety observer/ off sider.
- 7.28. On entering or egressing the work site care must be taken to avoid other personal and plant.

8.0. CLEANING UP WORKSITE

- 8.1. The worksite must be cleaned up as per the customer's specifications and in accordance with State and Local Government regulations.



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