

# Safe Operating Procedure



## PPE Required



## Excavator



### General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual ([www.flexihire.com.au](http://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

### Top 4 Safety Points

- Read and Understand Safe Operating Procedure
- Never operate machine unless seated
- Dial before you dig
- Look up and live - watch for power lines

### 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

### 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

Only competent operators are to operate this machine	Maintain proper tyre pressure – refer manufacturer specifications
Always wear seat belt	Do not operate the machine under the influence of drugs or alcohol
Obey Danger, Warning and Caution labels on the machine	Ensure adequate clearance for full swing of machine
Report any damage to the cabin (ROPS) structure and cease use	Ensure all mirrors in place prior to operation
Ensure ground conditions will support the machine and load	Sound horn before moving and when turning
Study the control levers and ensure you understand each control at low engine speed prior to normal use	Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall
Never operate machine near overhead power lines	Never carry additional persons
Do not use the boom as a crane	Check for pipes and buried cables before you dig
Do not drive near ledges	Do not jump on or off the machine at any time
Do not allow persons with the excavator working range	Never operate the excavator in the vicinity of children
Keep all parts of body within the frame at all times	Always stop the engine before removing or changing equipment or attachments & release hydraulic pressure (see manual)
Always ensure operator is seated with seat belt fastened prior to starting	Never open the radiator cap when the engine is running or hot
Bring machine to a stop before shifting controls	Always park on flat level ground and engage park brake
Always check clearances before driving under objects	Ensure you know where the emergency stop lever is before starting
Ensure the excavator is secured adequately when transporting	Always contact local authorities prior to performing any digging to identify underground services
If the swing frame has been turn 180 deg the travel directions will be in reverse	
After operation <ul style="list-style-type: none"> <li>-Park the excavator on flat level and firm ground</li> <li>-Lower the attachments to the ground</li> <li>-Stop the engine</li> <li>-Release pressure trapped in the hydraulic system</li> <li>-Lock all control levers &amp; remove the key</li> </ul>	<b>Driving on slopes</b> <ul style="list-style-type: none"> <li>-When driving down hill use low gear, low speed and do not engage neutral</li> <li>-Avoid excessively steep slopes and never drive across them</li> <li>-Avoid turning on steep slope</li> <li>-Keep the bucket low to the ground</li> </ul>
Ensure the lock lever is in the lock position when starting and during warm up	Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
If loading or unloading on a trailer ensure trailer is attached to a vehicle. If loading or unloading on a truck ensure ramps are secured adequately to the trailer or vehicle to ensure they do not become detached as excavator can suddenly roll over if the ramps drop	Always ensure the cab type machines have an emergency hammer/pick on board for breaking glass in case of danger
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	If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact
	Do not dig deeper than 1M without shoring Beware of oxygen deficiencies and gas build up in pits and holes