

# Safe Operating Procedure



## PPE Required



## Trencher

### 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



### 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

Operate in ventilated area, engines produces toxic fumes	Avoid operating in confined spaces
Petrol is very flammable so keep naked flames or ignition sources away	Beware of cutting blade/chain at all times, as it can cause serious damage
Never wear lose fitting clothes or long hair	Do not go anywhere near cutting blade/chain as it is extremely powerful
Do not operate in the vicinity of children	Check the ground before digging and do not attempt to dig rocky ground as the trencher can get caught and cause serious harm
Know where the stop lever is and know all control levers	Never use on a slope greater than 15%
Check the chain attachment is fitted correctly before starting	Do not allow other persons near the machine
Never operate the trencher when fatigued	Do not leave unattended while running
Do not over speed the engine as this can be dangerous	Always check for in ground services with the local authority prior to digging
Never work on the machine or perform maintenance without the engine off and the spark lead removed	Ensure all guards and covers are in place before use and stop using the trencher immediately of removed
Grip handles firmly with both hands and stand with feet firmly on the ground	Ensure you contact local authorities to locate in ground services such as water pipes, gas pipes and electrical cables before you begin digging
Slowly lower the trencher to the desired digging depth ensuring that the engine speed is set correctly	Hydraulic trenchers operate under extreme hydraulic oil pressure never disconnect lines whilst engine is running. Never operate with known leaks

### Digging Safety

- Always contact local authorities prior to performing any digging to identify underground services
- Do not dig deeper than 1M without shoring
- Beware of oxygen deficiencies and gas build up in pits and holes