

SAFE WORK PROCEDURES MINI SKID STEER EQUIPMENT



SPECIAL INSTRUCTIONS:

1. **A license for high risk work or a verification of competency is not required to operate this equipment; however, persons must be familiar with safe operating procedures to observe and be competent in the operation of the machine and the attachment before being allowed to perform work with the machine.**
2. Unregistered machinery and equipment must not be driven on a public roadway unless a permit to do so has been obtained from the relevant Traffic Authority.
3. Check with relevant authority to ensure that services, cables, etc, will not be damaged during work with loader or attachments.
4. Provide barricades or rails around work area to ensure that unauthorised access cannot occur while machine is being operated.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Fuel and fluids Tyres Tracks (tracked units) Lights and alarms Steering and brakes Attachments	Check fuel, hydraulic oil, engine oil, transmission oil, coolant and battery. Check tyre condition and pressures; remove any mud lumps from treads. Check condition and tension of tracks (sag between 2.5mm and 3.8mm). Check horn, reversing alarm, lights and instruments. Test steering both ways, and check operation of brakes and park brake. Inspect all components to ensure that they are securely attached.	Wear eye and hand protection . Ensure tyres are properly inflated and that wheel nuts are secure. Check drive motor assemblies for any damage or leaks.
2. Attachments	Wear or damage Hydraulics	Inspect attachments for wear, damage, or loose or missing parts. Ensure that attachments are securely fitted, and safety pins or clips fitted. Check arms and connections for excessive wear. Inspect hoses and connections for splits, bulges, leaks or fractures. Test all hydraulic operations before applying load. Check rams, hoses and connections for splits, leaks or fractures. Test operation by raising and lowering attachment.	Support attachment if working underneath. Wear gloves when fitting attachments. Locking pins must be fitted. REFER to operator's manual for correct operating procedures for attachments. Raise attachment for travel.
3. Operator position	Slipping and falls Controls Exhaust fumes	Do not use operating levers as hand holds to assist entry into and exit from operator's position. All levers and gauges must be clearly identified, within easy reach and be easily read. Preferred orientation should be such that all needles are in vertical position during correct operating conditions. Exhaust must not allow excessive fumes to enter operator's breathing zone. Provide forced ventilation (or self-contained breathing apparatus) where machine is used in enclosed or poorly-ventilated workplaces or excavations, etc.	Keep operator's platform clean, and remove any oil, grease, mud or loose stones which could cause a person to slip and fall. Ventilate workspace if necessary. Avoid operation in enclosed workplaces.
4. Travel	Passengers Loss of control Overturning	Passengers must not be carried on skid steer equipment. Do not travel at speeds which may cause control to be lost over bumps, etc. Avoid driving over obstacles, ditches, drains, etc which could affect control. Avoid travel across slope on a steep incline. Avoid sharp turns or turning at speed.	Check terrain before travelling. Avoid changing gear on slopes. Travel down a slope in low gear, use engine compression as brake. Slow down to turn.

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5. Operation	Overloading Overturning Dust, falling objects, noise	Do not attempt to lift load in excess of working load limit of loader. Reduce speed when travelling with load on front attachment. Carry load close to ground and racked back for stability and visibility. Do not raise load until ready to deposit. Appropriate protective equipment should be used where hazards may be encountered during operation. Foot protection must be worn where a hazard to feet may exist.	Observe SWL plate limits. Head, eye and hearing and foot protection may be required in some work situations. Wear high-visibility garment when working on roads or where other traffic will be encountered.
6. Parking	Stability Security	Park machine on level ground if possible. Position machine “up and down” the slope if parking on sloping ground. Apply handbrake, place transmission in neutral or “park” position. Lower attachments fully and release pressure from hydraulic lines. Switch off engine and remove keys before leaving machine unattended.	Do not leave machine unattended with engine running.
7. Maintenance	Burns	Allow engine to cool before removing radiator cap. Check tyres and rims for damage, and check tyre pressures. If rubber tracks fitted, ensure that they are not loose on tyres or rims.	Hand protection should be worn. Ensure all tyres are inflated to recommended pressure.
8. Transport	Loading and unloading	Ensure that area where machine is to be unloaded or loaded is secured from traffic and pedestrians with barriers or cones, etc., before commencing. Position truck or trailer to minimise ramp slope, and apply park brake. Load rubber tyred machine onto truck or trailer by reversing slowly up ramp (rear of machine facing UP ramp), with bucket in lowered position.	See SWP <i>Transport of Plant and Machinery</i> . Ensure that machine is secured against movement, and that park brake is ON.

PRECAUTIONS:

The following precautions are to be observed in areas where these procedures are carried out.

