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| Document No: |  | | | Version Number: | | 1 | | | |
| Issue Date: |  | | | Review Date: | |  | | | |
| Document Owner: |  | | | Signature: | |  | | | |
| Approver: |  | | | Signature: | |  | | | |
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| **TASK DESCRIPTION** | | Operation of excavator (customise for your site):   * primary crusher hopper loading * loading mobile screen hoppers * dump truck loading * rock breaking/picking at face * clearing stalled/blocked crusher hopper | | | | | | | |
| **Personal protective equipment** | | Icon  Description automatically generated |  | |  | |  | Icon  Description automatically generated | Icon  Description automatically generated |
| **Competencies**  (Licences and competencies required to perform the work.) | | Excavator (LE) verification of competency | | | | | | | |
| **Tools and Equipment**  (Any additional tools and equipment required to perform the task.) | | Machine lockout hardware and tags  P2 respirator kit  Safety Data Sheet folder in maintenance areafor fuels and lubricants | | | | | | | |
| **Chemicals and Substances**  (Chemicals or substances that will be used to perform the work.) | | Diesel fuel (Refer to SDS)  H/D greases  Engine, transmission, differential, transmission, hydraulic oils and brake fluid (Refer to SDS) | | | | | | | |
| **Isolations required**  (Does this task require any isolations, eg, for performing maintenance tasks on plant or equipment.) | | A picture containing text, sign, outdoor, pole  Description automatically generatedMaintenance tasks – refer to manufacturer’s manual and service tasks JSA:   * energy isolation/lockout register and station (padlocks,   devices and tags)   * lockable master disconnection switch | | | | | | | |
| **Permits required**  (Such as Hot Work Permit, Working at Heights Permit, Confined Space Entry Permit.) | | Refer to site Hot work procedure  Hot work permit templates and risk assessment and training register? | | | | | | | |
| **References**  (Documents that are to be referred to when performing the task, eg, other safe operating procedures, legislative requirements, etc) | | Operators must be familiar with the manufacturer’s manual  A picture containing icon  Description automatically generatedPre-start inspection checklist and SOP must be available to all operators  Hazard reporting procedure  Service tasks JSA and service manual | | | | | | | |

| **ANY PROBLEMS, MALFUNCTIONS OR DAMAGE TO EQUIPMENT OR GUARDING MUST BE REPORTED TO YOUR SUPERVISOR**  Instructions in the manufacturer’s manual must always have precedence.  Where the manual is not available due to the age of machine, a competent person must be consulted | | | |
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| **Steps and Safety Instructions** | | **Hazards** | **Risk Controls** |
| **Customise to suit your quarry** | | | |
| 1. | **Cabin access & starting**  Attend morning safety meeting Perform the pre-start safety inspection – advise supervisor of any safety concerns  Use three-points-of-contact when accessing cabin door  Follow the starting sequence outlined in machine manual and review instrumentation read-outs and warning lights for failures | Other moving quarry vehicles  Height from the ground at cabin entrance  Access steps  Uneven ground surface | Delineated pre-start/parking zone with hard barrier controls & good lighting Access steps, platform & handrail/hand holds to AS’s Mandatory hi-vis workwear & safety footwear (reflective)  Establish designated, safe LV parking locations in operational areas  Machine headlights & portable floodlights if needed for pre-start checking |
| 2. | **Warm-up and safety checks (Follow sequence in manual)**  Turn on rotating amber beacon & headlights  Test the reversing siren  Adjust rear-view mirrors/check camera view  Follow site radio protocol for advising of intentions and location of other vehicles  Fit seat belt  Fit earmuffs/plugs  Close door and activate the HVAC system |  | Delineated pre-start/parking zone with hard barrier controls & good lighting  Site vehicle radio procedures  Rotating amber beacon  Hi-vis reflective work clothing  Seat belt warning alarm  Machine headlights, reversing siren and camera  PPE |
| 3. | **Loading hoppers**  Establish standing pads high enough for the operator to monitor the feed hopper from the cab  Locate the machine adjacent to the crusher/screen as directed by the supervisor  Establish solid barriers and signs to prevent access to crush risk zone between crusher and excavator  Do not overload the hopper  Maintain a listening watch on the CB radio | Hazardous dust  Quarry bench and haul-road edges  Overhead powerlines  Hazardous noise  Moving plant – water truck, dump truck, light vehicles  Strong sunlight  Pedestrians  Optical radiation | Operator cabin – door closed; filtered cabin ventilation  P2 RPE and fit testing  CB radio in vehicle  Powerline exclusion zone/signage  Designated, safe LV parking locations in operational areas  Reversing siren, mirrors & camera  Solid barriers and signs to prevent access to crush risk zone  PPE including shaded safety glasses |
| 4. | **Cleaning excavator cabin**  Use protected cleaning zone away from traffic movement  Lower bucket to the ground so that the stick is vertical, lock transmission, shut motor down  Use a M or H-rated vacuum cleaner for cabin dust removal (Check test & tag date currency)  Protect the electrical cord with tunnels  Vacuum first, remove vacuum and leads before using water  Use a platform stepladder or access platform for washing above ground level | Passing vehicles  Hazardous dust  Unintended machine movement  Mains electricity  Elevated heavy parts (gravity)  Working at height | Traffic Management Plan – delineated maintenance zone with hard barriers  M or H-rated vacuum cleaner  Electrical test & tag schedule  Platform stepladder or access platform  PPE |
| 5. | **Maintenance & servicing jobs**  Use delineated maintenance bay away from traffic movement  Review the relevant service tasks JSA’s  Set parking brake  Lock master disconnection switch  Identify location of ‘crush zone’ decals  Use a high-pressure cleaner for external cleaning and M or H-class vacuum for cabin cleaning  Follow depressurisation instructions in manual for all systems to be accessed  Always adhere to safe manual handling practices – use 2-person lifting or chain-blocks, lifting trolleys, pinch-bars etc  Clean hands thoroughly with hand cleaner product | Hazardous dust  Unintended machine movement  Passing vehicles  Hydraulic oil under pressure  Elevated heavy parts (gravity)  Battery electrical energy  Crush and shear hazards  Manual handling hazards – heavy parts  Diesel fuel  Flammable oils and greases  Working at height | Traffic Management Plan – delineated maintenance zone with hard barriers Manufacturers maintenance & servicing procedures  Follow de-pressurisation safety instructions in manual  Service tasks JSA’s  Lockable master disconnection switch M or H-rated vacuum cleaner  Platform stepladder or access platform  Fuel and lubricant SDS’s  Suitable fire extinguishers in maintenance area  Long workwear and safety footwear  Manual handling training  Chain block, hydraulic lifting trolley, trolley jacks, axle stands  Washing facilities for maintenance persons |
| 6. | **Refuelling machine** (Insert sequence and safeguards in manual):  Position machine so that filler hose reaches filler cap comfortably  Lower the bucket with stick vertical  Close engine down and remove starter key | Flammable fuel  Static electricity  Ignition sources  Moving vehicles | Purpose-built fueling station with hard barriers  Site refueling SOP  Fuel tank earthing/bund  Fire extinguisher  Spill kit |
| 7. | **Disposal** | Damaged or failed components – hazards | Prepare an owner transfer document that identifies all failed components, damage, loss of structural integrity and other hazards. Keep a copy in file system |

I have read and understand the procedure described above and are aware of my legal obligation to follow the procedure.

Where I have identified this procedure to be incorrect or incomplete, I will immediately report it to my supervisor and conduct a risk assessment to ensure adequate controls are in place to manage the hazard before commencing the task.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This section is to be removed and recorded in the workers training file.