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| 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 tagsP2 respirator kitSafety 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 greasesEngine, 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 procedureHot 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 manualA picture containing icon  Description automatically generatedPre-start inspection checklist and SOP must be available to all operatorsHazard reporting procedureService 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 concernsUse three-points-of-contact when accessing cabin doorFollow the starting sequence outlined in machine manual and review instrumentation read-outs and warning lights for failures | Other moving quarry vehiclesHeight from the ground at cabin entranceAccess stepsUneven 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 areasMachine headlights & portable floodlights if needed for pre-start checking |
| 2. | **Warm-up and safety checks (Follow sequence in manual)**Turn on rotating amber beacon & headlightsTest the reversing sirenAdjust rear-view mirrors/check camera viewFollow site radio protocol for advising of intentions and location of other vehiclesFit seat beltFit earmuffs/plugsClose door and activate the HVAC system |  | Delineated pre-start/parking zone with hard barrier controls & good lighting Site vehicle radio proceduresRotating amber beaconHi-vis reflective work clothingSeat belt warning alarmMachine headlights, reversing siren and cameraPPE |
| 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 supervisorEstablish solid barriers and signs to prevent access to crush risk zone between crusher and excavatorDo not overload the hopperMaintain a listening watch on the CB radio | Hazardous dustQuarry bench and haul-road edgesOverhead powerlinesHazardous noiseMoving plant – water truck, dump truck, light vehiclesStrong sunlightPedestriansOptical radiation | Operator cabin – door closed; filtered cabin ventilationP2 RPE and fit testingCB radio in vehiclePowerline exclusion zone/signageDesignated, safe LV parking locations in operational areasReversing siren, mirrors & camera Solid barriers and signs to prevent access to crush risk zonePPE 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 downUse a M or H-rated vacuum cleaner for cabin dust removal (Check test & tag date currency)Protect the electrical cord with tunnelsVacuum first, remove vacuum and leads before using waterUse a platform stepladder or access platform for washing above ground level | Passing vehiclesHazardous dustUnintended machine movementMains electricityElevated heavy parts (gravity)Working at height | Traffic Management Plan – delineated maintenance zone with hard barriers M or H-rated vacuum cleanerElectrical test & tag schedulePlatform stepladder or access platformPPE |
| 5. | **Maintenance & servicing jobs**Use delineated maintenance bay away from traffic movementReview the relevant service tasks JSA’sSet parking brakeLock master disconnection switch Identify location of ‘crush zone’ decalsUse a high-pressure cleaner for external cleaning and M or H-class vacuum for cabin cleaningFollow depressurisation instructions in manual for all systems to be accessedAlways adhere to safe manual handling practices – use 2-person lifting or chain-blocks, lifting trolleys, pinch-bars etcClean hands thoroughly with hand cleaner product  | Hazardous dustUnintended machine movementPassing vehiclesHydraulic oil under pressureElevated heavy parts (gravity)Battery electrical energyCrush and shear hazardsManual handling hazards – heavy partsDiesel fuelFlammable oils and greasesWorking at height | Traffic Management Plan – delineated maintenance zone with hard barriers Manufacturers maintenance & servicing proceduresFollow de-pressurisation safety instructions in manualService tasks JSA’sLockable master disconnection switch M or H-rated vacuum cleanerPlatform stepladder or access platformFuel and lubricant SDS’sSuitable fire extinguishers in maintenance areaLong workwear and safety footwearManual handling trainingChain block, hydraulic lifting trolley, trolley jacks, axle standsWashing facilities for maintenance persons |
| 6. | **Refuelling machine** (Insert sequence and safeguards in manual):Position machine so that filler hose reaches filler cap comfortablyLower the bucket with stick verticalClose engine down and remove starter key | Flammable fuelStatic electricityIgnition sourcesMoving vehicles | Purpose-built fueling station with hard barriersSite refueling SOPFuel tank earthing/bundFire extinguisherSpill 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.