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SAFE OPERATING PROCEDURE

EXCAVATOR

Model - Takeuchi TB216

The instructions recommended within this document apply to normal risk conditions. If the Takeuchi TB216 Mini Excavator is to be operated in a dangerous or hostile environment, the user/client hiring this equipment from Pirie Hire Pty Ltd is responsible for conducting an appropriate risk analysis, and applying suitable controls to mitigate those additional risks.

GENERAL SAFETY

- This excavator can only be operated if it is a safe and sound operating condition by a competent operator.
- No drugs, alcohol or smoking is permitted.
- Operator must comply with all load limits.
- Use approved lifting and tie down points, chains and straps.
- Ensure all operating beacons, alarms, brakes are working prior to use.
- Operator to wear seat belt at all times.
- Operator to wear appropriate PPE (safety footwear and Hi-Vis jacket).
- Restrain loads to the trailer correctly as shown below:





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OPERATING CONDITIONS

- Carry out a visual inspection on tracks, brakes, lights, mirrors, operating beacon, radiator, bucket attachment and hoses prior to use.
- Ensure you receive basic instructions on starting machine & operating functions.
- When excavating ensure machine is on level ground.
- Prior to excavating extend tracks to the maximum width that is compatible with the available working space.
- If possible, align the machine so that any long jerk actions will be in line with the tracks.
- Do not overload the machine.
- If possible carry out a stability test by gradually extending a filled bucket to maximum reach in a safe location.
- Look in the direction you are travelling and watch out for people in the area.
- Use the mirrors and look behind when reversing.
- Use care when working near other machinery.
- Drive up and down inclines and never across. Avoid slewing the vehicle on a slope.
- Exercise care when manoeuvring on sloping ground.
- Never use machine to move fuel vessels.

Never open radiator cap when machine is running or hot.

- Be aware of wet, soft or loose edges, and do not operate close to open or uncompacted trenches or other excavations.
- Refer to operator's manual for all other requirements.
- Load and unload on a flat level surface only.



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PARKING

- Park where there will be no obstruction to vehicles, site personnel or access ways.
- Do not impede road traffic and post reflective warning signs where possible.
- Ground attachment and apply hand brake as shown below:



- Remove ignition key for safe keeping.

INSPECTION AND MAINTENANCE

- If on extended hire, excavator and mechanisms are to be inspected regularly. Servicing and repairs are to be organised by Pirie Hire Pty Ltd.
- Operator to carry out daily inspections of fuel, tracks, brakes, lights, mirrors and operating beacon. Operator is to check, and top up fluid levels (engine oil, hydraulic oil and coolant), as required also.

The above instructions must be followed at all times. If any one of these instructions are not possible, contact the Pirie Hire staff immediately for assistance.

For a basic tutorial on the operation of a mini excavator, watch this clip:
<https://www.youtube.com/watch?v=Y-OTLFhAxYw>



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EXCAVATOR RISK ASSESSMENT

Risk Area/Hazard	Consequence	Likelihood	Controls
Excavator crushing/striking somebody <ul style="list-style-type: none"> Mobile Plant 	<ul style="list-style-type: none"> Serious Injury Fatality 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Set up an exclusion zone around machine while operating Communication where possible Do not exceed machine operating limits and specifications Operate to the weather conditions Always wear seatbelt
Machine contacting overhead powerlines or underground cables <ul style="list-style-type: none"> Electrical 	<ul style="list-style-type: none"> Serious Injury Fatality 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Operator to assess area and use a spotter when overhead powerlines nearby Dial before you dig to ensure there are no underground cables or pipes
Hearing loss and asphyxiation from exhaust fumes <ul style="list-style-type: none"> PPE 	<ul style="list-style-type: none"> Long term hearing damage Breathing issues 	<ul style="list-style-type: none"> Unlikely 	<ul style="list-style-type: none"> Wear hearing protection Avoid operation in enclosed spaces
Explosion or fire when refuelling <ul style="list-style-type: none"> Electrical/Static 	<ul style="list-style-type: none"> Serious Injury Fatality 	<ul style="list-style-type: none"> Unlikely 	<ul style="list-style-type: none"> Switch machine off before refuelling Avoid fuel touching hot engine parts Ensure fuel cap is sealed correctly
Falling/slipping while climbing into cabin <ul style="list-style-type: none"> Manual technique 	<ul style="list-style-type: none"> Minor Injury 	<ul style="list-style-type: none"> Unlikely 	<ul style="list-style-type: none"> Always use 3 points of contact when entering cabin machine
Machine tipping over <ul style="list-style-type: none"> Stored energy 	<ul style="list-style-type: none"> Serious Injury 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Operate to the conditions and within the machines specified limitations Always track machine up or down a slope, NOT along it