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SAFE OPERATING PROCEDURE

MINI LOADERS

KANGA & DINGO

The instructions recommended within this document apply to normal risk conditions. If the Mini Loader 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 Mini Loaders can only be operated if it is a safe and sound operating condition by a competent operator.
- No smoking, drugs or alcohol is permitted.
- Operator must comply with all load limits.
- Use approved lifting and tie down points, chains, and straps.
- Ensure all operating functions are working prior to use.
- Operator to wear appropriate PPE (safety footwear, ear protection etc).
- Do not wear loose clothing or jewellery.
- Do not operate near pedestrians or people.
- Restrain loads to the trailer correctly as shown below:





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OPERATING CONDITIONS

- Carry out a visual inspection on wheels, controls, attachments, and hoses prior to use.
- Ensure you receive basic instructions on starting machine & operating functions.
- Make sure ground conditions are suitable to support machine and load.
- Do not drive machine with bucket raised, or raise the bucket unless machine is on level ground.
- Carry loads as low as possible, and manoeuvre slowly with a full bucket to avoid tipping.
- Maintain proper tyre pressure as per manufacture specifications.
- Use care when climbing on and off the machine. Switch machine off when not being operated.
- Do not allow children to operate the machine, and always ensure area is clear when starting up in case of accidental movements.
- Only use approved attachments for the machine. Ensure the engine is switched off and eye protection is worn when connecting/disconnecting the attachments.
WARNING – There may still be pressure in the hydraulic lines, even when machine is switched off. Bleed lines before disconnecting.
- Ensure there is adequate turning room and space to manoeuvre machine in the work area.
- Sound horn when entering/exiting through a doorway or turning a blind corner.
- Never operate machine near overhead powerlines.
- Always park the machine on a flat slope.
- Use smooth motions when operating hydraulic levers to avoid unexpected movements from machine.
- When changing attachments, ensure the locking pins are engaged properly prior to operation.
- When driving on slopes:
 1. Empty bucket – Always drive with bucket facing downhill, as the rear end is the heavy end.
 2. Full bucket – Always drive with bucket facing uphill, as the front of the machine is the heavy end.
 3. When driving downhill, use low gear and low speed.
 4. Avoid operating on steep slopes. Never turn or drive along sloping ground.



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- Never operate near observers or other people. Keep an eye out for blind spots.
- Never use the machine to move fuel vessels.
- Never open radiator cap when machine is running or hot.
- Refer to operator's manual for all other requirements.
- Load and unload on a flat level surface only, and always ensure trailer is connected to a vehicle.

TRENCHER ATTACHMENT:

- Keep your hands, feet and any other part of your body or clothing away from the trencher while in operation.
- Before adjusting, cleaning, inspecting or repairing the trencher, shut off the engine and wait for all parts to stop. Lower the trencher and dingo arms to the ground and switch the ignition key to "OFF".

POST HOLE BORER ATTACHMENT:

- Do not side shift while auger is turning.
- Do not rotate auger while travelling.
- Keep your hands, feet and any other part of your body or clothing away from the auger while in operation.
- Before adjusting, cleaning, inspecting or repairing the trencher, shut off the engine and wait for all parts to stop. Lower the trencher and dingo arms to the ground and switch the ignition key to "OFF".



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- 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 switch off machine as shown below:



- Remove ignition key for safe keeping.

INSPECTION AND MAINTENANCE

- If on extended hire, Mini Loader 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.
- If any damage is done to the machine, cease use and contact Pirie Hire Pty Ltd for inspection.

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 loader, watch this clip:

<https://www.youtube.com/watch?v=q3E3uek3dU>



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MINI LOADER RISK ASSESSMENT

Risk Area/Hazard	Consequence	Likelihood	Controls
Mini loader 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 Slow, steady operation of hydraulic controls to ensure operator stays firmly planted on the machine during operation
Machine contacting overhead powerlines or underground cables <ul style="list-style-type: none"> Electrical 	<ul style="list-style-type: none"> Serious Injury 	<ul style="list-style-type: none"> Unlikely 	<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 If necessary, wear a respirator in confined areas
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 onto machine <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 Ensure machine is switched off when entering/exiting to avoid accidental hydraulic movement
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 drive machine up or down a slope, NOT along it Slow, steady operation of the hydraulic controls Keep attachment as close to the ground as possible, do not drive with bucket raised