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| **Developed By** | **Reviewed By** | **Updated** |
| Wayne Farrell  Kevin Langille | WAGPI JOHS Committee | 05/25/2018 |

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| **Equipment Required** | **Material Required** | **Personal Protective Equipment** |
| Backhoe |  | Steel toe footwear |
|  |  | Ear Protection |
|  |  | Hard Hat (Site Specific) |
|  |  | Safety Vest (Site Specific) |
|  |  | Gloves |

**Job Steps**

1. Only competent trained employees will operate a backhoe

2. Pretrip

3. Hazard Assessment-includes any underground obstructions as well

4. Always be aware of your work area in regards to people entering /leaving

5. Put stabilizer arms down, speed up engine and dig into the earth.

6. Put the soil where it is easy to get at to fill back in the hole.

7. Always go slow on a side swing for balance

8. Always operate a backhoe with safety in mind

9. Set the controls in neutral or park with the parking brake on. Never start the backhoe from any position other than from the drivers seat. [when equipment is started and warming up, check the brakes and other equipment to make sure it is working properly]

10. When operating the loader be sure the backhoe is secured in the upright position and carry the loader bucket low, close to the ground. Keep backhoe in gear when travelling downhill. Use the engine’s RPM to help maintain control.

11.Before beginning the backhoe digging process, lower the stabilizers so the wheels are off the ground leveling the unit. Check the boom swings to avoid hitting anyone or anything that may be in the boom’s path. Speed up the engine to dig into the earth. When operating on a slope be sure the unit is level with the stabilizers. Swing loads uphill to avoid a balance problem while on the slope and place soil well away from the edge of the trench.

12. When loading dump trucks the dump truck driver must be out of the cab and away from the process. Never swing a load over the cab.

13. If you must use the highway be sure your slow moving sign is in place and always use hand or turn signals. Follow the rules of the road. If traffic gets backed up behind you, pull over and let them pass.

14. When transporting the backhoe use proper tie – downs and loading procedures [ see manual]. Use ratchet type binders as tie downs. Be sure the boom is adequately blocked to avoid a serious injury in case it falls. Never rely upon hydraulics to hold the boom. It must be blocked to avoid a fall.