

## SAFE WORK PROCEDURES SKID STEER LOADER

### SPECIAL INSTRUCTIONS:

1. **A person must not operate a skid steer loader unless they hold the appropriate Certificate of Competency or are being trained by a certificated person.**
2. Unregistered machinery and equipment must not be driven on a public roadway unless a permit to do so has been obtained from the relevant Traffic Authority.
3. Check with relevant authority to ensure that services, cables, etc, will not be damaged during work with loader or attachments.
4. Provide barricades or rails around work area to ensure that unauthorised access cannot occur while machine is being operated.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Roll-over protection Fuel and fluids Tyres (rubber tyred units) Tracks (tracked units) Lights and alarms Steering and brakes	Loaders must be fitted with an approved roll-over protective structure. Check fuel, hydraulic oil, engine oil, transmission oil, coolant and battery. Check tyre condition and pressures; remove any mud lumps from treads. Check condition and tension of tracks (sag between 2.5mm and 3.8mm). Check horn, reversing alarm, lights and instruments. Test steering both ways, and check braking and park brake operation.	Wear <b>eye and hand protection</b> .
2. Attachments	Wear or damage  Hydraulics	Inspect attachments for wear, damage, or loose or missing parts. Ensure that attachments are securely fitted, and safety pins or clips fitted. Check arms and connections for excessive wear. Inspect hoses and connections for splits, bulges, leaks or fractures. Test all hydraulic operations before applying load. Check rams, hoses and connections for splits, leaks or fractures. Test operation by raising and lowering attachment.	Support attachment if working underneath. Wear <b>gloves</b> . Locking pins must be fitted. <b>REFER to operator's manual for correct operating procedures for attachments.</b> Raise attachment for travel.
3. Operator position	Slipping and falls Seating  Controls  Exhaust fumes	Use hand holds to assist entry into and exit from operator's position. Seat should be well-sprung and adjustable to allow operator to maintain a comfortable operating position. Seat belt must be fitted, correctly adjusted and worn when machine is used. All levers and gauges must be clearly identified, within easy reach and be easily read. Clean and adjust mirrors before commencing work, and if bumped. Exhaust must not allow excessive fumes to enter operator's position. Provide mechanical ventilation if working in enclosed work space.	Preferred orientation should be such that all needles are in vertical position during correct operating conditions.
4. Travel	Passengers Loss of control  Overturning	Passengers must not be carried on skid steer loaders. Do not travel at speeds which may cause control to be lost over bumps, etc. Avoid driving over obstacles, ditches, drains, etc which could affect control. Avoid travel across slope on a steep incline. Avoid sharp turns or turning at speed.	Check terrain before travelling. Avoid changing gear on slopes. Travel down a slope in low gear, use engine compression as brake. Slow down to turn.

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5. Operation	Overloading Overturning  Dust, falling objects, noise	Do not attempt to lift load in excess of working load limit of loader. Reduce speed when travelling with load on front attachment. Carry load close to ground and racked back for stability and visibility. Do not raise load until ready to deposit. Appropriate protective equipment should be used where hazards may be encountered during operation. Foot protection must be worn where a hazard to feet may exist.	Observe WLL plate limits. <b>Head, eye and hearing and foot protection</b> may be required in some work situations. Wear <b>high-visibility garment</b> when working on roads or where other traffic will be encountered.
6. Parking	Stability  Security	Park loader on level ground if possible. Position machine “up and down” the slope if parking on sloping ground. Apply handbrake, place transmission in neutral or “park” position. Lower attachments fully and release pressure from hydraulic lines. Switch off engine and remove keys before leaving machine unattended.	Do not leave loader unattended with engine running.
7. Maintenance	Burns	Allow engine to cool before removing radiator cap. Check tyres and rims for damage, and check tyre pressures. If rubber tracks fitted, ensure that they are not loose on tyres or rims.	<b>Hand protection</b> should be worn. Ensure all tyres are inflated to recommended pressure.
8. Transport	Loading and unloading	Ensure that area where loader is to be unloaded or loaded is secured from traffic and pedestrians with barriers or cones, etc, before commencing. Position truck or trailer to minimise ramp slope, and apply park brake. Load rubber tyred skid steer loader onto truck by reversing slowly up ramp (rear of machine facing UP ramp), with bucket in lowered position.	<b>See SWP219 Transport of Plant and Machinery.</b> <b>Ensure that machine is secured against movement, and that park brake is ON.</b>

### PRECAUTIONS:

These items of personal protective clothing and equipment should be used when operating or working on skid steer loaders.

