



# GENERAL SAFETY

## Please read this guide carefully BEFORE operating equipment

Before you commence any work, you should undertake a **Risk Assessment**.

Assessing risk involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. Carrying out a risk assessment helps you to evaluate the potential hazards arising from:

- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and Management

**Three steps to managing risk are:**

1. Identifying the hazards – find out what could cause harm.
2. Eliminating or controlling risk – implement the most effective control measure that is reasonably practicable in the circumstances and ensure it remains effective.
3. Reviewing control measures – ensure control measures are working as planned.

For more information regarding managing risk and identifying, assessing and controlling hazards go to the Safe Work Australia website

[www.safeworkaustralia.gov.au/risk](http://www.safeworkaustralia.gov.au/risk)

### GENERAL SAFETY - DO'S

DO take your time; Read this User Guide and any other Safety Information provided (e.g. decals, manufacturer's operating instructions), completely and in its entirety, BEFORE operating the equipment.

DO Inspect the equipment before commencing work and report any damage or concerns to SEQ Mini Diggers – DO NOT use the equipment if it is damaged, faulty or has any parts missing.

DO satisfy yourself that you have the correct machine for the job and you know how to properly and safely operate it.

DO ensure you fully understand and are familiar with the equipment and its operations including uncontrolled or unexpected movement, emergency shut down/response and follow instructions provided by the hirer.

DO ensure that the equipment is assembled and used according to the manufacturers and hirer's instructions.

DO check controls and any safety devices for proper response.

DO where possible; operate in a clear work area free from non-essential persons, children, animals or hazards.

DO ensure the weather conditions are suitable for the job. If weather conditions adversely change, cease work.

DO ensure that you have a secure footing and clear access and egress to the work area while on the job.

DO maintain constant awareness of your surroundings when operating moving equipment.

DO ensure the work environment is well lit with all aspects of the job easily seen and discernable.

DO ensure correct lifting techniques and/or mechanical aids where applicable are used when using or transporting any machine or materials.

DO ensure any equipment or loads are securely restrained and are unable to move or fall during transport.

### FLAMMABLE LIQUIDS & GAS

Use extreme care when filling fuel tanks – vapours can be explosive.

Ensure that the motor is turned off and cool before refueling.

Keep fuel containers at least 3 metres away from where you will be starting the equipment.

NEVER smoke in the vicinity of, and keep sources of sparks away from, any flammable liquid or gas.

### WORKING AT HEIGHTS

Always position equipment on firm and stable base, and ensure the working platform is level.

Ensure hand and foot holds are clean and dry, and non-slip footwear is worn.

Never exceed Safe Working Load limits on equipment.

Always work within the legislated exclusion zone from any power lines, underground cables, or other electrical installations.

Check your local regulatory authority for the relevant working at height legislation.

### DUST CONTROL & ASBESTOS

If creating dust is unavoidable, consider dust suppression measures such as air filtration or water suppression.

To reduce your exposure, use in well-ventilated areas and ensure the operator and anyone in the vicinity of the machine use suitable PPE including dust masks/respirators, disposable overalls and safety eyewear.

Do not attempt building or maintenance work such as removal, demolishing or cutting before ascertaining the materials are Asbestos free.

### HELP

If the equipment does not operate correctly, is faulty or you are not satisfied with its performance, stop work and contact SEQ Mini Diggers (for details refer to your hire contract) for assistance. **Do not attempt repairs yourself.**

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Always wear all appropriate Personal Protective Equipment such as safety goggles, earmuffs, safety boots, helmet, gloves etc., appropriate for the task or equipment and as indicated.



### GENERAL SAFETY - DON'T'S

DO NOT operate any equipment if you are tired or suffering any medical condition, or if under the influence of drugs or alcohol which may cause lethargy or dangers to yourself or others.

DO NOT hurry and take risks.

DO NOT over reach or stretch. Keep firm footing and balance at all times.

DO NOT operate equipment without guards correctly fitted.

### USING TOOLS & EQUIPMENT

Thoroughly familiarise yourself with the safety precautions associated with the operation of any equipment before attempting to use it.

Ask for assistance and refer to supplier's manual(s) if you are not sure of the correct use of the equipment.

Ensure all equipment guards are in place; operational and all cutting tools are sharp.

Never force tools or use equipment for purposes other than those for which they were designed.

If changing attachments (e.g. when changing excavator attachment) isolate the equipment first by unplugging electrical leads, hydraulic or pneumatic supply hoses from the energy source.

Ensure hands and clothing are kept away from moving parts and hot surfaces at all times.

Ensure you have a firm footing and are always ready to handle any reaction the equipment may make.

Regular breaks are recommended during lengthy or repetitious use of tools and equipment.

Use of equipment may cause collapse of structure in some applications (e.g. trenches, excavations, wall removal etc.) and may require installation of approved shoring or other suitable controls.

Before digging, know where underground utilities are located. Contact [www.1100.com.au](http://www.1100.com.au)

Confined spaces can be hazardous, as toxic and flammable gasses may be present. Make sure you have taken adequate precaution prior to entering and whilst working in a confined space. Use the correct PPE, monitoring equipment and ventilation to minimize risk.

Operate engine driven equipment only in well ventilated areas. Fumes can kill. LPG and Fuel engines produce carbon monoxide gas. Carbon monoxide gas is odorless. Improperly ventilated or enclosed spaces may allow carbon monoxide levels to accumulate, leading to carbon monoxide poisoning.

### HYDRAULICS

Never handle or move a hydraulic system when it is operating.

Always use a suitable secondary support when working on any elevated hydraulic equipment.

Do not handle pressurized hydraulic systems.

Do not disconnect a hydraulic system whilst the system is under pressure.

Never check for hydraulic leaks with hands, fingers, or any other bare skin.



#### Contact Us



[www.seqminidiggers.com.au](http://www.seqminidiggers.com.au)



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