

# TOOLBOX TALKS

## SAFE USE OF MINI EXCAVATORS



### LICENSE

Employees who drive company vehicles **MUST** have the correct licence for the vehicle they are driving and notify the company of any endorsements that they receive.

- Operators of mobile plant **MUST** be over 18 years of age and fully competent and authorised to use mini excavators.
- Operatives **MUST NOT** use any vehicle/plant that they are not suitably trained to operate.
- They **MUST** hold a recognised and current certificate of competency.

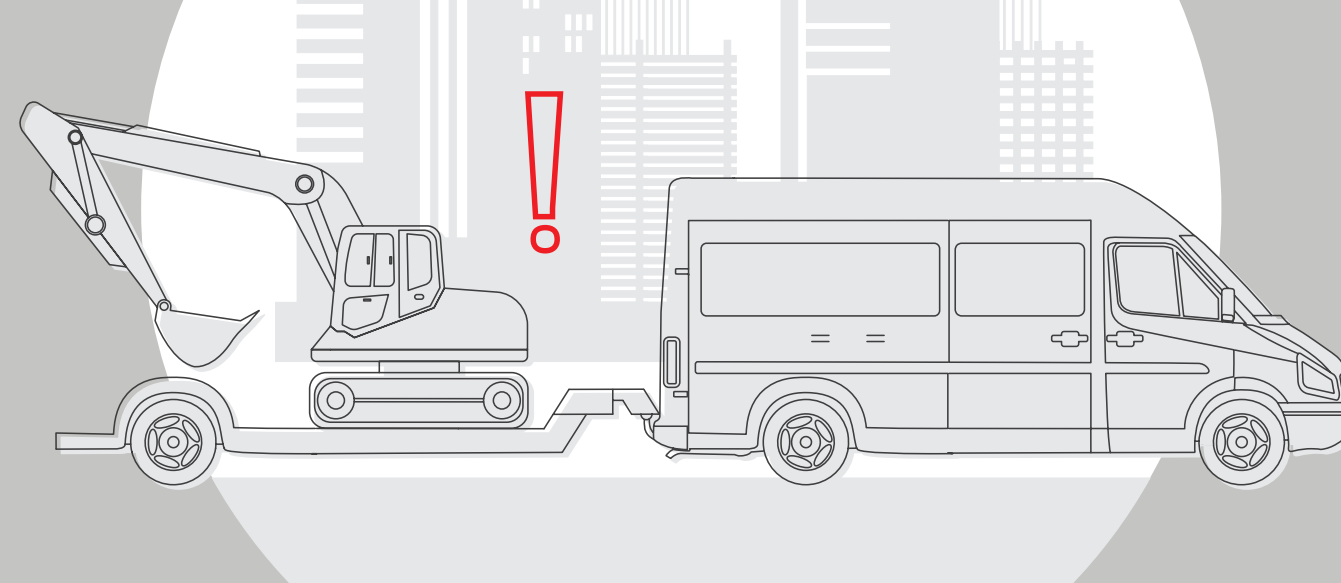
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### TOWING

- Tow bar is secured to the vehicle and towing eye is in correct position.
- Pin is located correctly, breakaway cable attached.
- Light cord is attached, Jockey wheel is raised.
- Secure the load by use of straps or by bars, straps (3 minimum) **MUST** have a proper tensioning device and be capable of withstanding a force no less than twice the load.

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### DRIVING

**NEVER** drive under the influence of drink or drugs.

- Observe speed limits: 60 mph motorway and dual carriageway, 50 mph single carriageway.
- Remember - you are not allowed in the third lane of a motorway when towing.
- When reversing and your view is limited and / or restricted, ensure you use a Banksman.



### RISK ASSESSMENT

Upon arrival on-site you **MUST** ensure a site specific risk assessment is completed - Ensure plant can be used safely within guarded work area.

#### LOOK AROUND

Who or what could affect you?

#### THINK

Who might be affected by your actions?

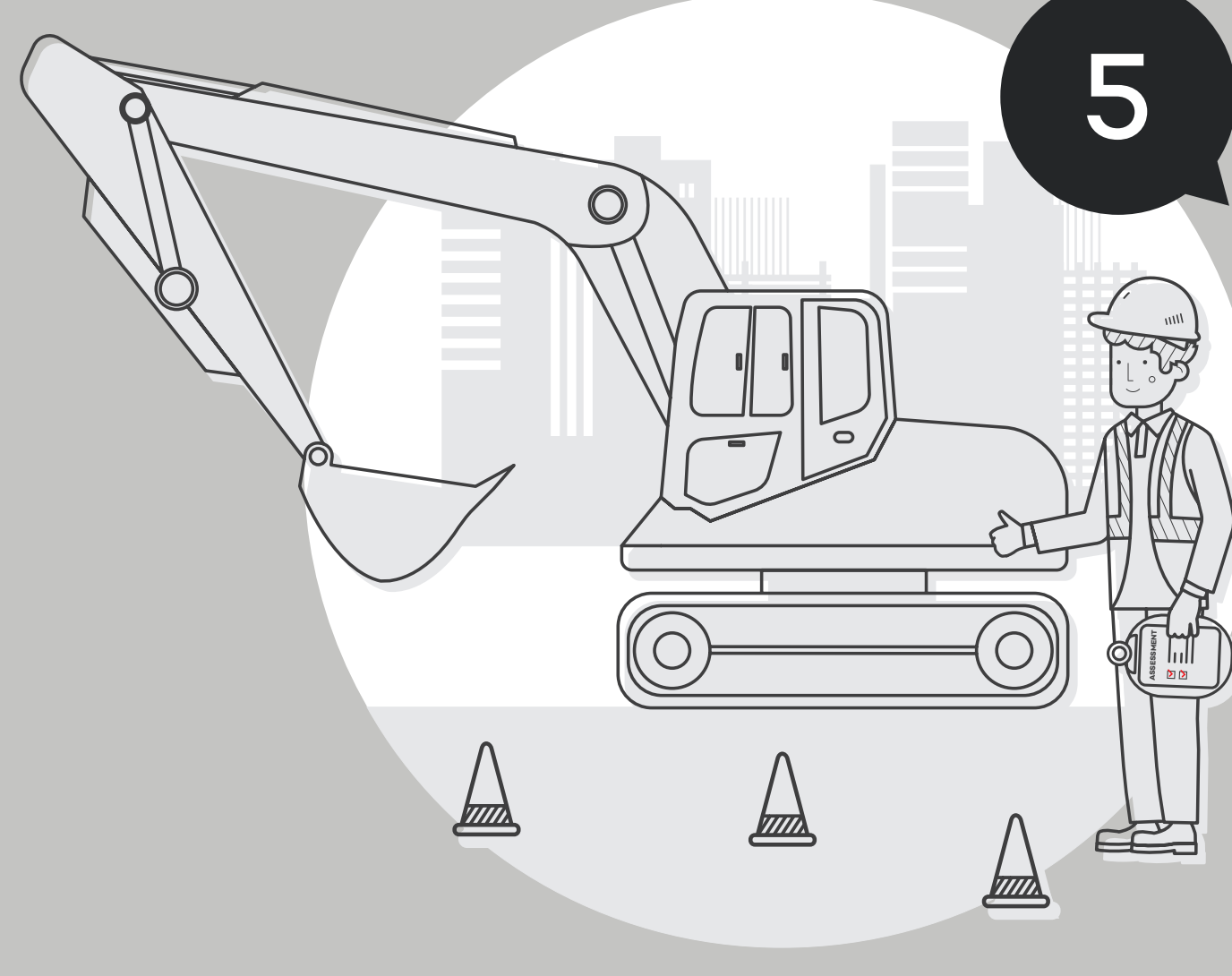
#### RECORD

Your control measures on your Site Specific Risk Assessment.

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### PRE USER CHECKS

Ensure correct use by referring to the operator manual and ensure that you familiarise yourself with the controls prior to use.

#### Check:

Fluid levels / Hoses

Lights

Guards

Seat / Seat belts

Tracks

Check correct pins are in place for all attachments (buckets)

#### Ensure all bolts are secure

Inform your Supervisor of any faults and do not use machine until faults are rectified.

### LEVEL GROUND

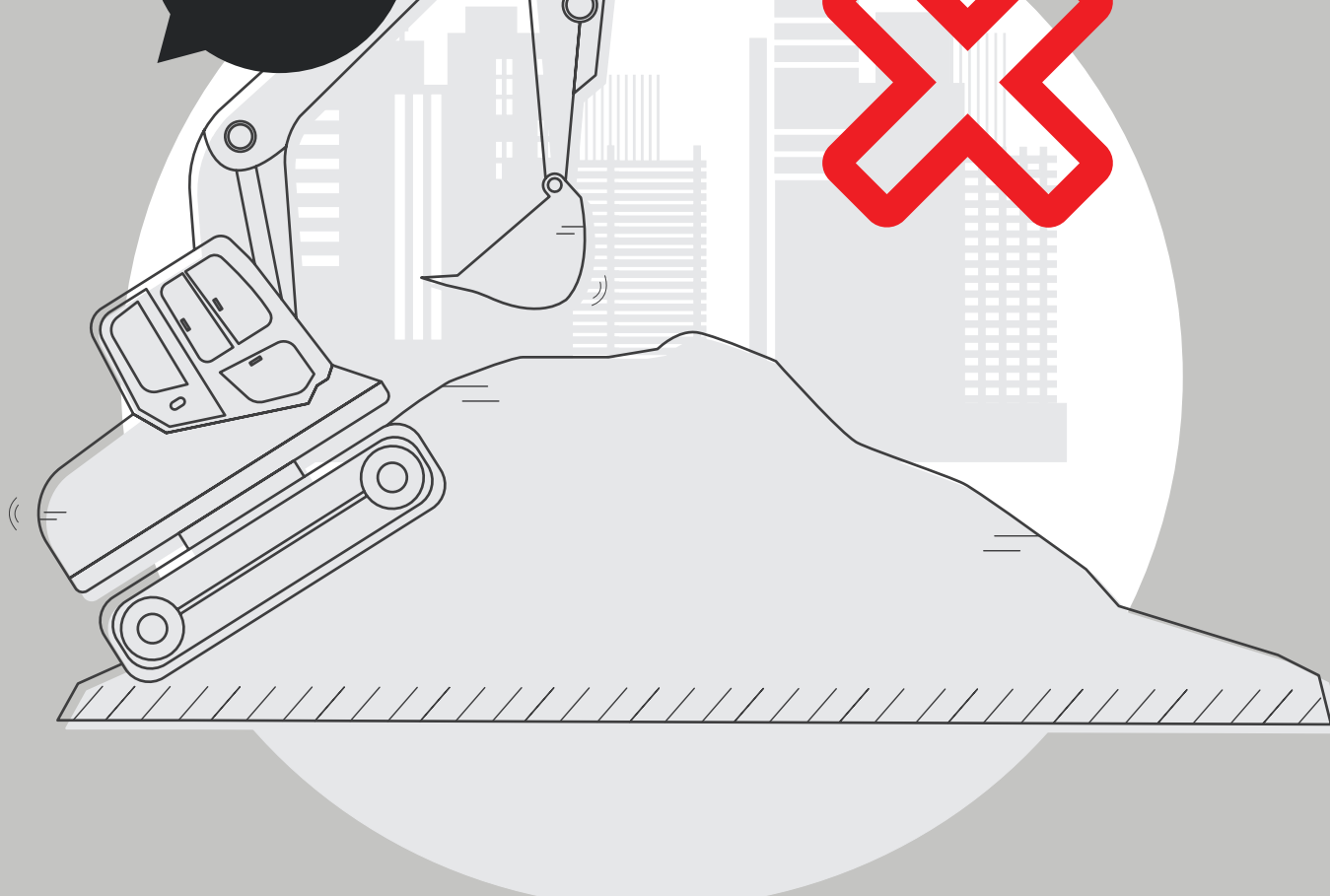
Ensure that the excavator is sited on firm level ground paying particular attention to surroundings and ground condition / stability.

#### DO NOT OPERATE ON AN INCLINE

- Ensure you have suitable access and egress from the work area.
- Remember not to store spoil on any defined access / egress route.

Remember: In the event of a mini excavator overturning, stay in vehicle and do not attempt to jump out of vehicle.

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### USE OF EXCAVATOR

#### Ensure:

- The excavator is sited within the safe working area.
- The seatbelt is worn at all times during operation and that the doors are closed where supplied.

Whilst excavating ensure use of a Banksman, making sure he is aware of the safe working range of the excavator and that he and no one else encroaches within working range of the excavator.



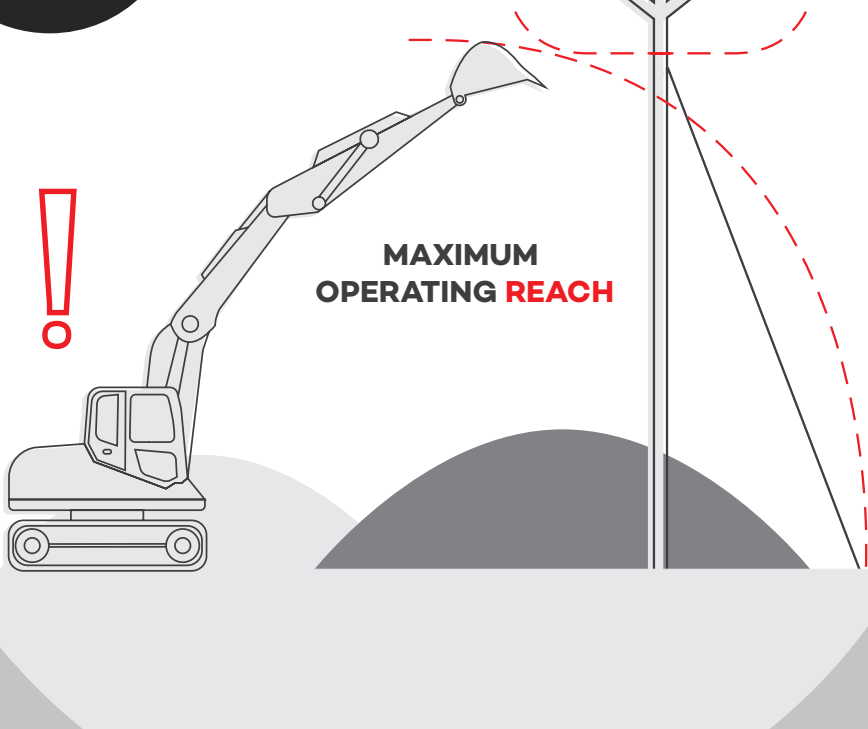
### UNDERGROUND/ OVERHEAD SERVICES

Mini Excavator is not to be used within 0.5m of underground plant.

Ensure that no plant is within the exclusion zone of any overhead lines.

**In all circumstances, if in doubt ask your Supervisor.**

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### SUMMARY

- You **MUST** have the correct licence, be over 18 years of age and competent to operate mini excavators
- When towing, ensure the tow bar is secured to the vehicle, towing eye in the correct position, breakaway cable attached, jockey wheel raised and secure load with straps or bars
- Never drive under the influence of drink or drugs and adhere to the speed limits associated with towing
- Banksman required when reversing
- Carry out a Risk Assessment upon arrival to site and ensure plant can be used safely within the Guarded working area
- Ensure excavator is sited on firm level ground and do not operate on an incline
- In the event of a mini excavator overturning, remain in the vehicle and do not attempt to jump out
- Seatbelts to be worn at all times when in operation
- Be aware of plant limitations in the vicinity of underground/overhead services

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FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT