

## Safe Work Procedure – Excavator

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**Please refer to and review the equipment manual prior to performing maintenance or operating for safety features, instructions and manufactures information for the specific machine.**

**PERSONAL PROTECTIVE EQUIPMENT:**

- Hearing protection while operating machine
- Hi-Vis clothing and hard hat when outside machine
- Substantial appropriate footwear at all times
- Gloves and eye protection when doing maintenance or servicing

### PRE-WORK PLANNING AND COMMUNICATIONS

The supervisor should have regular pre-work meetings with the operator to ensure that they understand the work plan including:




- Reviewing the logging plan including the location of skid roads to be built; trail locations and skid pattern.
- Location of hazards including steep slopes, gullies, reserve zones, danger trees, rocks, holes and debris.
- Review of steep slope procedures if necessary and trails/roads to be used.
- Other equipment working in the area and radio frequencies being used.
- Provide the operator with an updated map of the cut block or digital copy.

### PROCEDURES:

- Inspect machine to ensure it is in safe operating condition before using.
- Inspect the escape hatch on a regular basis to ensure the hatch is in good condition and functioning properly.
- Wear seat-belts while operating machine.
- Keep doors closed so that guarding is effective when working.
- Ensure good housekeeping is maintained (no loose articles in cab)
- Operate at a safe speed.
- Exercise due caution while working on hillsides.
  - Do not travel across a slope that is too steep for maintaining proper stability of the machine.
  - Confine travel to up and down slope.
  - When traveling across any slope, avoid running over logs, chunks, stumps, etc. which could cause the machine to become unstable.
  - Review and follow the safe work procedures for operating machinery on steep slopes.
  - If steep slope procedures unavailable do not operate machine on slopes greater than 30%.
- Ensure the tracks are adequately caulked with ice lugs for winter operations.
- Ensure a radio man-check system is established.
- If you leave the machine notify your co-workers by radio.

- If at any time the machine becomes unstable, shut it down, and request assistance.
- Always enter and leave the machine in a safe manner. Use 3 point mount/dismount. Use the handholds for stability.
- Beware of the slipping hazards that exist, particularly in the winter especially when standing on the deck refueling.
- Always service your machine in the clear of dangerous trees.
- Follow the lock-out/tagout procedures while conducting maintenance work on the machine. Raised booms or other equipment components shall be secured with blocking or approved safety supports during maintenance.
- Do not enter an active falling area, stay a minimum of two tree lengths away.
- Do not work in areas where there is a danger of pushing trees, rocks or other debris into an active work area.
- When pushing trees over, remove the tension out of the trees using the blade or winch so they may be bucked without danger of tree springing back.
- Build skid trails wide enough for skidder operation.
- Slope trails towards the inside bank, never outwards.

<b>Excavator Lockout - Tagout</b>	<b>Excavator Lockout - Tagout</b>	<b>Excavator Tagout</b>
<b>(One person working on machine)</b>	<b>(If more than one person working in machine)</b>	<b>For machine without master switch</b>
<p><b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Lower bucket to ground.</li> <li>3. Shut down engine.</li> <li>4. Set hydraulic lockout lever.</li> <li>5. Turn off master switch.</li> <li>6. Put lock and tag on master switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Remove lock from master switch.</li> <li>2. Start machine.</li> </ol>	<p><b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Lower bucket to ground.</li> <li>3. Shut down engine.</li> <li>4. Set hydraulic lockout lever.</li> <li>5. Turn off master switch.</li> <li>6. Each worker attach personal lock and tag to scissor lockout hasp on master switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Each employee removes personal lock from scissor lockout hasp on master switch.</li> <li>2. Start machine when all locks removed.</li> </ol>	<p><b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Apply parking brake.</li> <li>3. Lower bucket to ground.</li> <li>4. Shut down engine.</li> <li>5. Key out and in pocket.</li> <li>6. Put lockout tag initialed by all workers on ignition switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Each employee crosses off their initials on lockout tag when their work is completed</li> <li>2. Start machine when all initials on tag crossed off.</li> </ol>

		
<p>Lockout tag (front)</p>	<p>Lockout tag (back)</p>	<p>Scissor lockout hasp – with marked locks</p>

**ADDITIONAL SWP NOTES**

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**DISCLAIMER:** Information contained in this document does not necessarily provide the only correct way to address machine risks. While this SWP will help operators conform to industry best practices and the intent of current Regulations and Guidelines, it may not identify all requirements or actions that will be appropriate and necessary in various situations. It does not reduce or replace users' responsibilities under applicable legislation - individual organizations (companies, employers) are responsible to ensure application of suitable processes and practices. The information provided is subject to review in light of changing government requirements and regulations. Every effort has been made to ensure the reliability of the information herein and to avoid errors and omissions.