

## SAFETY FIRST

If you are collecting the equipment for someone else please make sure this sheet is given to the equipment user to read. This sheet should be given to the site supervisor if the equipment is being hired for commercial use so that the information is available to all users. Before starting any job, be sure to spend a few minutes planning and understanding the hazards and risks of the activity and determining how you will control them to prevent injury or damage.

**Note:** This safety and instruction sheet is for the machine only, you will be issued with additional sheets for the attachments you have.



## Required Safety Equipment



## Pre-Start Checks and Safety

- Check fuel tank is full (beware as we have both diesel and petrol models)
- Check engine and hydraulic oil levels
- Keep hands, feet and clothing away from all moving parts
- To be used by skilled operators only
- Do not allow passengers to ride on any part of the machine
- Keep work site area clear at all times
- Always operate while standing on the rear platform and firmly holding both grip handles
- Always check the worksite before commencing work for hazards (especially underground services)
- Never use in confined areas
- Always chock wheels when parking on an incline
- Always use the machine for what it was intended for only and within its specifications
- Never refuel the machine with engine running
- Always look in the direction of travel but be aware of other surroundings and hazards
- Always keep attachments and loads as low as possible to prevent the machine tipping over
- Take extreme care around hot exhausts and other hot areas
- Never operate on slopes exceeding 15° but only travel up and down if between 5° and 15°
- Always travel with the heaviest end up hill and avoid turning on slopes

## Starting Procedure

1. Stand on rear tray of machine at all times
2. Adjust throttle to approx half position
3. Choke engine (cold start of petrol engines)
4. Turn ignition to glow position (diesel engines)
5. Turn ignition to start engine
6. Release choke (petrol engines)
7. Decrease throttle to idle position and allow engine to warm up

## When Operating

- Familiarize yourself with all controls before operating the machine
- Whilst driving around on site always be aware of the boom and any attachments that may be fitted
- If you are not using any hydraulically driven attachments this control lever should always be in the neutral position (if not this can cause hard starting as it puts the starter under additional load)
- The machine has five main drive control levers, the two centre ones are for the forward/reverse drive and steering. The left-hand outer is to raise and lower the boom and the right hand one is to operate the tilt function. The fifth control lever is for the hydraulic drive function.

## Connecting Attachments

- Tilt the main boom slightly back to release the pressure from the main locking pins
- Disengage the attachment lock pins by turning them to the outside
- Drive the machine plus boom and tilt to align the front plate into the attachment, lift the boom and tilt to pick up the attachment
- Engage the attachment lock pins
- If the attachment is hydraulically driven switch off the engine before connecting the hoses
- Move the hydraulic control lever a couple of times to relieve any pressure in the lines, be sure the couplers are clean, slide the collar back on the couplers and connect then double check by pulling on the two hoses

## Stopping and After Use

- Park machine in a safe place
- Lower boom & any implements to the ground

- Remove all foreign obstacles before commencing work

- Allow engine to idle before switching off

## **SAFE LOADING OF THE MACHINE AND EQUIPMENT ONTO A TRAILER**

1. Make sure the trailer hitch size matches the tow ball.
2. Ensure the correct TARE weight trailer is used for the size of machine being transported.
3. Off load items to the back of the vehicle if possible, to ensure the weight of the trailer and equipment matches the towing capacity of the vehicle.
4. Make sure the trailer is on firm ground in a straight position with the brakes on.
5. Put chocks behind and in front of the wheels of the trailer.
6. Fix the ramps in position ensuring that they are in line with the deck and are firm and secure.
7. Ensure the deck is clear before loading.
8. Make sure the machine is correctly lined up with the ramps. Care must be taken to drive squarely up and down ramps, whenever loading or unloading machines.
9. Keep the machine at low revs when loading to avoid any jerking movements.
10. Be careful loading tracked machines - when the machine passes over the point of balance do not drop the machine heavily onto the deck.
11. Never 'hump' a machine onto a trailer. This is the unsafe practice of using the machines hydraulic attachments to lift and push it up onto a trailer.
12. Position the machine so that the weight of the load is even over the length of the trailer. The machine and blade must be facing the front of the trailer toward the draw bar.
13. Unbalanced loads can cause the trailer to tilt back and pull on the tow bar. It can also cause the trailer to wobble while being driven.
14. After the machine is loaded, lower the boom, lock the brakes and stop the engine. If the machine has a park brake, ensure it is engaged.
15. Use wooden blocks to prevent steel to steel contact.
16. If there is a cage at the front of the trailer place the buckets and equipment into the cage and lower the boom of the digger so the attached bucket rests on the equipment to prevent it from moving.
17. If there is no cage on the trailer, then place the attachments under the blade of the digger and lower the blade to secure the attachments from moving around.
18. When using winches to load disabled machines, ensure that the winch speeds are such that operator maintains control of the machine.
19. Do not allow anybody in the area of the winch when winching plant onto the transporter. If the cable snaps it can cause serious injury or even death. When operating the winch keep yourself out of the line of fire.
20. Secure the machine on the trailer using strops suitable for the safe working load and using certified tie down points. Don't tie down over any cutting edges on the machines as this causes damage to the strops. Use the protector sleeve on the strop.
21. Make sure buckets, augers, rock breakers and any other equipment is tied down with a strop. Don't tie down over the cutting edges of the drill bits or other equipment as this causes damage to the strops. Use the protector sleeve on the strop.