



**SOP (BACKHOE)**

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



<b>TASK</b>	Backhoe					
<b>HAZARDS</b>	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Rollover	<input checked="" type="checkbox"/>
	Pinch / crush	<input type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input checked="" type="checkbox"/>
	High pressure	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Chemical	<input type="checkbox"/>
<b>PPE REQUIRED</b>	 					

**PRE-START CHECKS**

1. Walk around to inspect for visible damage or leaks on the backhoe and attachments.
2. Complete all pre-start checks as per manufacturer's guidelines.
3. Inspect attachments for wear or breakage.
4. Test all control functions in the operator's cabin to verify they are working correctly.

**SAFE OPERATING PROCEDURE**

1. Ensure personnel are competent and authorised.
2. Ensure personnel are fit for duty and not impaired by drugs or alcohol.
3. Adjust the seat and fasten the seatbelt before starting the engine.
4. Do not use a mobile phone while operating.
5. Start the engine and monitor for any abnormal noise or warning signals.
6. Perform a control sweep to ensure smooth operation of the arm, boom, bucket, and stabilisers.
7. Operate at a safe speed and maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
8. Beware of uneven or sloping ground.
9. Use the backhoe's stabilisers on solid ground before beginning excavation to ensure stability.
10. During excavation, be mindful of the swing radius to avoid hitting nearby objects or utilities.
11. Continually monitor the area for personnel and obstacles while operating the backhoe.
12. Never carry people or lift loads over people.
13. Use only suitable lifting gear and attachments.

**POST-OPERATION PROCEDURE**

1. Clean the bucket and other attachments of any dirt or debris.
2. Return the backhoe arm to a safe, rest position and lower all stabilisers.
3. Turn off the engine and remove the key before exiting the operator's cabin.
4. Log the hours of operation and any maintenance issues noted during work.
5. Inspect the work area to ensure it is left in a safe and orderly condition.
6. Lock the backhoe and secure it to prevent unauthorised use.
7. Report any damage or problems encountered to maintenance or a supervisor.