

SAFE WORK PROCEDURES FRONT END LOADER

SPECIAL INSTRUCTIONS:

1. Only persons who hold the appropriate National Certificate of Competency and who have been authorised to do so are to operate a tractor.
2. This restriction does not apply to a person who is authorised to carry out maintenance or repairs to a tractor or an attachment.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Roll-over protection Fuel and fluids Tyres (rubber tyred units) Tracks (tracked units) Bucket Hydraulics	Tractors must be fitted with an approved roll-over protective structure (ROPS) unless specifically exempted by the appropriate statutory authority. Check fuel, hydraulic oil, engine oil, transmission oil, coolant and battery. Check tyre condition and pressures; remove any mud lumps from treads. Check condition and tension of tracks (sag between 2.5mm and 3.8mm). Inspect for worn or missing teeth or worn cutting edges. Check arms and connections for excessive wear. Check rams, hoses and connections for splits, leaks or fractures.	Wear eye and hand protection . Wear gloves .
2. Entry and exit	Slipping and falls	Steps and ladders should be of a non-slip type. Hand holds must be provided to assist operator to maintain 3 points of contact at all times while mounting or dismounting tractor.	
3. Operator position	Seating Seat belt Controls Cabin (if fitted) Mirrors	Seat should be well-sprung and adjustable to allow operator to maintain a comfortable operating position. Seat belt must be fitted, correctly adjusted and worn when machine is used. All levers and gauges must be clearly identified, within easy reach and be easily read. Preferred orientation should be such that all needles are in vertical position during correct operating conditions. Adequate ventilation must be provided. Exhaust must be placed so as to not allow fumes to enter cabin. Clean and adjust mirrors before commencing work, and if bumped.	Adjust seat to suit personal need. Seat belt must be worn when driving and operating.
4. Controls	Lights and alarms Steering and brakes Hydraulic controls	Test all lights, indicators, horn and reversing alarm. Test steering both ways. Check braking and park brake operation. Lock separated brake pedals together if travelling. Test all hydraulic operations before loading bucket.	Do not drive machine if faulty.
5. Travel	Passengers Loss of control Overturning	Passengers must not be carried unless proper seat with seat belt fitted. Do not travel at speeds which may cause control to be lost over bumps, etc. Carry bucket as close to ground as possible and racked back for visibility. Avoid driving over obstacles, ditches, drains, etc which could affect control. Avoid travel across slope on a steep incline. Avoid sharp turns or turning at speed.	Do not carry passenger unless dedicated seat is provided. Slow down to turn.

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6. Operation	<p>Overturning</p> <p>Moving parts, crush injury Dust, falling objects, noise</p>	<p>Reduce speed when travelling with load in bucket.</p> <p>Carry bucket close to ground and racked back for stability and visibility.</p> <p>Approach unit to be loaded at right angles, do not raise bucket until ready to empty.</p> <p>Avoid travelling and turning with bucket in raised position.</p> <p>Do not load bucket in excess of working load limit of loader.</p> <p>Nip and pinch points on articulated rollers must be highlighted and signed.</p> <p>Appropriate protective equipment should be used where hazards may be encountered during operation.</p> <p>Foot protection must be worn on sites where a hazard to feet may exist.</p>	<p>NOTE: Wet materials will weigh more per unit than dry material. Keep clear of nip and pinch points on articulated loaders.</p> <p>Head, eye and hearing and foot protection may be required.</p>
7. Parking	<p>Stability</p> <p>Security</p>	<p>Park on level ground if possible.</p> <p>Position machine “up and down” the slope if parking on sloping ground.</p> <p>Apply handbrake, place transmission in neutral or “park” position.</p> <p>Lower bucket fully with front cutting edge flat on ground.</p> <p>Switch off engine, remove keys and lock cabin before leaving machine unattended.</p>	<p>Never leave keys in ignition if machine is unattended.</p>
8. Maintenance	<p>Burns</p> <p>Over-exertion/strain injury</p> <p>Crush injury from falling object</p>	<p>Allow engine to cool before removing radiator cap.</p> <p>Rear tyres may be water-filled as ballast – always have valve stem at top position to check pressure or inflate tyre. Place valve at bottom position to drain water from tyre. Use mechanical aids to remove or replace assembly.</p> <p>Use mechanical aid to remove or replace counterweights.</p>	<p>Hand protection should be worn.</p> <p>Wear type 1 footwear.</p>

PRECAUTIONS:

The following precautions are to be observed, and suitable safety signs as indicated should be displayed in areas where these procedures are carried out.

