

SOP (EXCAVATOR)

Authorised By: Ben Trager
Rev 0 - 24/09/2025



TASK	Excavator Takeuchi TB216 Mini Excavator					
HAZARDS	Flying debris	<input checked="" type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input checked="" type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input checked="" type="checkbox"/>	Plant interaction	<input checked="" type="checkbox"/>
	High pressure	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Chemical	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Walk around the excavator to inspect for any visible damage to body, boom, stick, bucket, and tracks.
2. Complete all pre-start checks as per manufacturer's guidelines.
3. Ensure the attachments/ bucket teeth and cutting edges are in good condition.
4. Confirm that the cabin's safety devices, including seatbelt and glass, are intact and functional.

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. Do not use a mobile phone while operating and always wear your seatbelt.
4. Start the engine and observe instrument panel gauges and warning indicators.
5. Test all the controls in a stationary position, including boom, arm, bucket, swing, and travel functions.
6. Operate at a safe speed and maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
7. Ensure excavation and loading operations are smooth and steady.
8. Pay attention to the load limits of the excavator to prevent tipping or undue strain on mechanical parts.
9. Beware of uneven or sloping ground and only operate the machine within its designed limits.
10. Never carry people or lift loads over people.
11. Use only suitable lifting gear and attachments.

POST-OPERATION PROCEDURE

1. Clean the bucket and attachments to remove debris and prevent material buildup.
2. Position the excavator arms in a stable, resting position.
3. Conduct a walk-around to look for any new signs of damage or wear after operation.
4. Turn off the excavator and remove the key before exiting the cabin.
5. Log the operating hours and any unusual occurrences or malfunctions.
6. Lock all cabin entrances and vandal covers if available.

I _____ declare that I have read and understood the above SOP.

I can confirm that I am responsible and competent to operate this equipment in a safe manner and will not undertake any task/work outside my current scope of work and capabilities.

Operator's Name: _____ Signature: _____ Date: _____