



# Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Topic 734: Ditch Witch (Part B - Operation & Emergency Procedures)

Check Supplies & Accessories	Check Fluid Levels	Check Condition and Function
fuel	fuel	parking brake pins
lubricants	hydraulic fluid	filters (air, oil, hydraulic)
Fire Extinguisher - Mount near the power unit but away from possible points of ignition. Classification oil/electric fires.	battery charge	pumps and motors
	engine oil	hoses and valves
	leaks	signs, guards, and shields

- Replace missing or damaged safety shields and safety signs. Never remove any safety devices. Watch for pinch points.
- Know how to operate the controls on your machine. Improper use of machine controls could cause injury or death. If the controls do not work as described in the instructions, stop the machine, and have it serviced. Be aware of a possible runaway. Only operate from the operator's position.
- Use equipment carefully. Watch for possible tip-over hazards. Incorrect procedures could result in death, injury, or property damage.
- Stop operation and investigate anything that does not look or feel right. Communicate with fellow workers. Ask for assistance when needed.

**To avoid tip-over's always:** Operate with load (heavy) end uphill. Avoid starting, stopping, or turning on slopes. If you must turn, keep the heavy end of the unit uphill. Avoid parking unit on a slope. If parking on a slope cannot be avoided, lower front end, engage parking brake, and turn ignition switch to OFF. Carry load low. High loads can cause tipping, loss of load, or loss of visibility. Never jerk control levers. Use a steady even motion.

**When trenching** keep everyone at least 6 feet (2 m) from machine, digging boom, and its range of movement. The machine may move when chain starts to dig. Allow 3 feet (1 m) between end of chain and obstacle. Operate unit only while standing on platform. Note: Trenching movement is toward you.

**Operating Tips:** For easier turning, lower boom to full depth. If an object becomes lodged in chain, move digging chain control to neutral and raise boom slightly. Reverse chain direction. If the object must be removed manually, stop the engine. Wear gloves to protect against cuts and abrasions.

- Be aware of flying objects. Wear an approved hard hat and safety glasses or goggles. To avoid hearing loss wear hearing protection.
- Keep hands and feet away from moving parts, especially the cutting teeth and the shaft. These parts can cut, crush, or cause death.
- The weight of the machine can crush you. Watch for fall hazards. Slips or trips may result in injury. Remove obstacles that could cause a fall.
- When beginning trench near a wall or fence, allow enough distance between boom and footings, drains, and cables.
- When cutting across asphalt roads; start the trench in soil at the edge of the road and dig with the boom at full digging depth.
- Avoid moving vehicles, wear high visibility clothing, and post appropriate warning signs. When straight trenching across a slope, it can be helpful to stake a wooden beam parallel to intended course and just far enough from trench to guide downslope wheels.
- Hot parts may cause burns or fire hazard. Do not touch or refuel the unit until cool. Wear gloves and proper protective clothing.
- Confined areas: Make sure the work area is properly ventilated. Lack of oxygen or presence of exhaust gases will cause sickness or death.
- Battery acid may cause burns. Avoid contact. Never smoke around flammables or when refueling the machine.

**Electrical Lines:** Indications of an electrical strike include power outage, smoke explosion, popping noises, or arcing electricity. If an electric line has been damaged and you are **On Platform**, Do Not Move. Remain on platform and take the following actions: Warn people nearby that an electric strike has occurred. Instruct them to leave the area and contact utility. Raise front end and attachments and drive from immediate area. Contact the utility company to shut off the power. Do not return until given permission by utility company.

**Off Platform Procedures:** Do Not Touch the unit. Leave the area. The ground surface may be electrified, so take small steps with feet close together to reduce the hazard of being shocked from one foot to the other. Contact the utility company to shut off the power. Do not return until given permission.

**Gas Lines:** Never operate the unit where flammable gas is present. If a gas line is damaged, shut down the unit immediately and remove any ignition sources. Warn others of the break and instruct them to stay back. Leave the jobsite as quickly as possible and contact emergency services and the utility company. Do not return until permission is given by emergency services and the utility company.

**If a Fiber Optic Cable is Damaged:** Do not look into cut ends of fiber optic or unidentified cable. Vision damage can occur.

**If Machine Catches on Fire:** Shut down immediately. Move battery disconnect switch (if equipped) to disconnect position. If fire is small, attempt to extinguish. If fire cannot be extinguished, leave area as quickly as possible and contact emergency personnel.

**Hauling:** For trailer information, see the trailer manufacturer's manual. Never remove front end from Interchange connection before loading or unloading power unit. After the unit is loaded (see manufacturers instructions for configured trencher) loop tie-downs around unit at tie-down points, and make sure they are tight before transporting. To tie down the unit with any other front end, see appropriate front end operation sheet. Use a crane or hoist if loading additional front ends onto trailer. Never tow the unit unless a breakdown warrants it. (See operator's manual).

### Work Site Review

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

**Employee Signatures:** \_\_\_\_\_  
*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*


**Foreman/Supervisor's Signature:** \_\_\_\_\_

*These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*