



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: _____

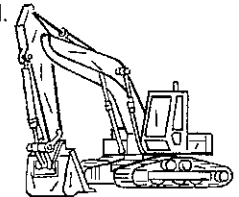
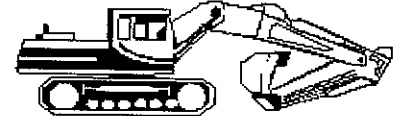
Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 311: Safe Excavator Operations

Introduction: Excavators are an important piece of equipment found on large digging operations. Excavators are built by several large manufacturers and come in many different types and sizes. These powerful machines are capable of moving enormous amounts of earth in a short period of time. If strictly enforced safety measures are not implemented and adhered to, personnel are at risk to serious injury. Like any other powerful piece of heavy equipment, it is important to follow safety procedures when operating Excavators, or when working near them.

General heavy equipment safety precautions for operating an excavator:

- Operator should be trained and familiar with the piece of equipment to be used.
- All underground utilities in the work area must be located prior to digging.
- Utility companies must be notified of your intention to excavate within established, or customary, response times. (Check local codes)
- When excavations approach the estimated location of underground utilities, the exact location must be determined and marked.
- While the excavation is open, utilities must be protected, supported, or removed as necessary to safeguard employees.
- Daily inspection of excavations, adjacent areas, and protective systems must be made by a competent person for evidence of any hazardous situations. These inspections must be made prior to work, and as needed throughout the shift.
- Equipment and systems must be inspected and checked for proper operation at the start of each shift.
- Never refuel when the engine is running. Do not smoke while filling the fuel tank or servicing the fuel system.
- Before starting the engine always check the service brakes and the parking brake to ensure they are in proper working condition.
- Never attempt to start or operate the Excavator except from the operator's station.
- Keep floors, and controls free of water, grease, and mud and keep all trash accumulation removed from the operator's station.
- Because of the danger of being caught in moving parts, loose fitting clothing should be avoided.
- Make sure the excavation is properly shored, shielded, sloped, or stepped. Spoil piles should be located at least 2 feet away from the excavation.
- Dust suppression and control is required where dust seriously limits visibility. Wear breathing protection when needed.
- All cab windows must be kept clean for maximum visibility.
- Prior to transporting or "roading" an Excavator, pin or otherwise secure any implements. Check local government regulations and use required escorts and accessory lighting to provide adequate warning for other drivers.
- Wherever equipment operations encroach on a public thoroughfare, a system of traffic controls must be used.
- Flaggers are required at all locations where barricades or warning signs cannot control moving traffic.
- Employees exposed to traffic flow must wear warning vests of reflective or high visibility material.
- Never drive too close to the edge of ditches or excavations. When equipment or vehicles are being operated adjacent to, or approaching an excavation, a warning system such as barricades, hand or mechanical signals, or stop logs must be used.
- Never dig while ground personnel are working under or around the Excavator. Be aware of crushing hazard caused by equipment swing radius.
- No employee is permitted underneath loads handled by lifting or digging equipment, and must stand clear of any loading operations.
- Do not leave the engine running while making adjustments or repairs unless specifically recommended.
- General repairs must not be made to powered equipment until workers are protected from movement of equipment or its parts.
- Always use proper lock-out/tag-out techniques when performing maintenance on Excavators.



Excavator Facts: Most injuries involving Excavators do not occur to the operator, but are inflicted on ground personnel working in or around the vicinity of moving machines. Always be aware of the location of persons working near your machine including the swing radius. Do not operate the excavator around personnel at speeds which would prevent the immediate stopping of any implement if needed. Do not carry ground workers anywhere in or on the machine. **REMEMBER**, they are depending on your skill and judgment, as are all personnel in the immediate work-zone.

Conclusion: Excavators are an excellent labor-saving piece of equipment! However, careless operation may result in mistakes costing time, money, or even life and limb. Follow these operating guidelines to perform digging operations efficiently and safely.



Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

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 supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.