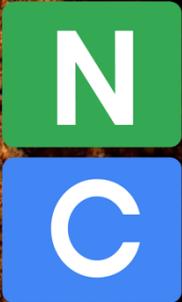


Learner Name:



Learner Guide

Earthmoving Course

**RIIMPO320F Conduct Civil Construction Excavator
Operations**

Learner Guide

1.1 Introduction



This course is based on the unit of competency **RIIMPO320F Conduct Civil Construction Excavator Operations.**

In this course you will learn how to use an excavator in civil construction including:

- Planning and preparing for work.
- Conducting routine checks.
- Operating excavators.
- Relocating the excavator.
- Maintenance and other housekeeping tasks.

1.1.1 What is an Excavator?

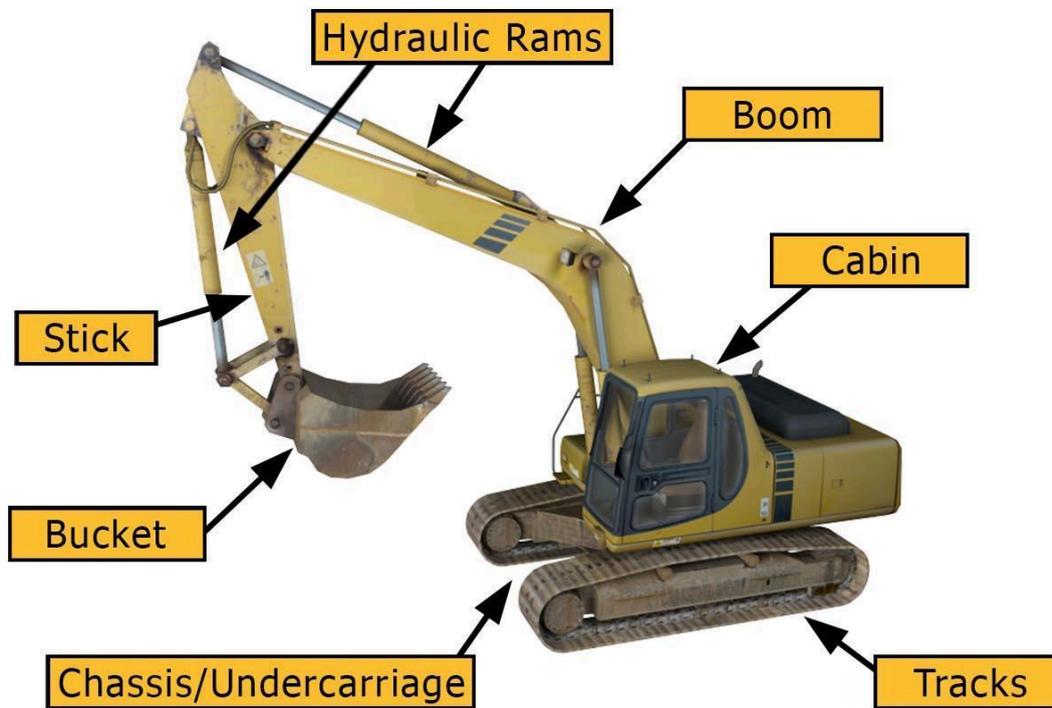
An excavator is a self-propelled vehicle, either tracked (crawler) or wheeled, with an upper structure that can move a minimum of 360 degrees.

The machine can excavate, then swing and discharge materials. This action is done through movement of a bucket fitted to the boom and arm or telescoping boom. There is no movement of the chassis or undercarriage of the machine.



1.1.2 Excavator Components

The following diagram and table outline the basic components of an excavator:



Component	Description
Hydraulic Rams	Control the boom/arms of the hydraulic excavator.
Boom	The 'arm' of the excavator may be used to excavate or control any other relevant attachment. The boom is generally controlled through the use of hydraulic rams.
Cabin	The position that the operator controls the excavator from.
Tracks	Tracks, made up of individual shoes, spread the weight of the excavator over a larger area than with tyres. This makes it easier for the excavator to move across soft ground without getting bogged.
Chassis/Undercarriage	The lower section of the excavator stays stationary while excavation work is being completed. The upper section of the excavator is able to slew (rotate) independently from the undercarriage.
Bucket	The tool used to perform excavation or other relevant tasks.
Stick	Provides the digging force to the bucket. Come in different lengths.

1.2 Work Safely

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



1.2.1 Health & Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Acts	These are laws that you have to follow.
Regulations	These explain what the law means.
Codes of Practice	These are instructions on how to follow the law, based on industry standards.
Australian Standards	These tell you what the minimum requirement is for a job, product or hazard.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

1.2.2 Operations Documentation

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

Operations documentation includes:

	<ul style="list-style-type: none"> ● Site Details – the information and safety requirements of the workplace environment (where you will be working). ● Hazard Details – any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials. ● Task Details – instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job. ● Faulty Equipment Procedures – isolation procedures to follow or forms to fill out. ● Signage – site signage tells you what equipment you need to have, or areas that are not safe to be in. ● Emergency Procedures – instructions on what to do in emergency situations, for example if there is fire, accident or emergency where evacuation or first aid is needed. ● Equipment and Work Instructions – details of how to operate plant and equipment and the sequence of work to be done.
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1.2.3 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.



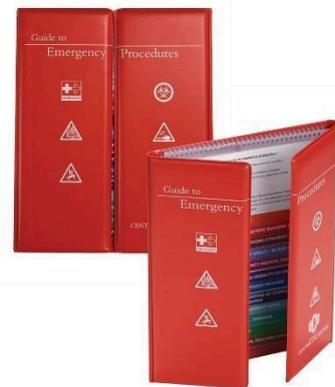
To keep yourself and other workers safe you need to:

- Follow your instructions.
- Follow all workplace rules.
- Make sure all equipment is safe to use.
- Carry out your work safely.
- Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.

Your worksite will also have instructions for working safely including:

- Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- Handling hazardous materials.
- Safe operating procedures.
- Personal protective clothing and equipment.
- Safe use of tools and equipment.



1.3 Work Instructions

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working. For example:

- **The Site** – Is there clear access for all equipment? Are there obstacles in the way? What are the ground conditions like? Is the site ready for work to begin? Are there structures, workers, traffic or areas you need to avoid?
- **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?



You also need to make sure you have all of the details about the kind of work you will be doing:

	<ul style="list-style-type: none">● The Task – What kind of material is being moved? How much is there to move? How long do you have to complete the work? Where will the load be discharged? Does the job need a special type of bucket or attachment?● Plant – What type of plant will be used? How big is it? How much room does it need?● Attachments – What equipment will you need to shift the load safely? Is the equipment available?● Communications – How are you going to communicate with other workers?● Procedures and Rules – Do you need any special permits or licences for the work? Are there site rules that affect the way you will do the work, e.g. traffic control requirements?
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1.3.1 Reading and Checking Your Work Instructions

All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site. This is especially important in civil construction projects that need to be completed in a particular sequence.



Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand the language or civil construction terminology being used in them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.

1.3.1.1 Excavator Operations



The tasks performed by an excavator may include:

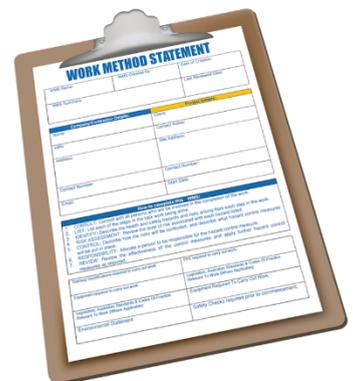
- Loading.
- Lifting and carrying materials.
- Bulk excavation.
- Backfilling.
- Trench excavation.
- Stockpiling.
- Battering and benching.
- Compacting materials.
- Demolition.
- Rock breaking.
- Landscaping (ripping, removal of trees, stripping or spreading topsoil and materials).
- Cutting and boxing.
- Pipe laying.
- Cut and fill.
- Mixing materials.
- Site clean-up.

1.3.2 Work Method Statements

Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Work method statements are a great tool for organising your work activities and making sure you have completed everything. They will also outline the details of all tools, equipment and coordination with other workers relating to your job. Make sure all of these are available and ready before you start.



1.3.3 Project Quality Requirements

Every civil construction project will have quality requirements. These outline when tasks need to be completed and the required standard of the work.



Your work instructions and plans or drawings will guide you, and help you to make sure you are achieving the quality standard for the project.

They can include:

- Project dimensions.
- Project tolerances.
- Standards of work.
- Material standards.

1.3.3.1 Site Material Characteristics

Make sure you are familiar with the site product or materials before you start to move them around. Have a look at the composition of the materials to see what kind of equipment you will need to move them, and what techniques to use.

Some materials are more cohesive or sticky while others may be much less stable to work with, or create hazards like dust or damage to equipment if they are not handled just the right way.



Part of the civil construction project may involve compacting materials as part of creating roads. You will need to confirm the level of compaction that is needed in your work instructions or project plans.

1.3.3.2 Plans, Drawings and Sketches



When looking for information or instructions for a civil construction project, you will come across plans, drawings and sketches. Examples of these are:

- Project plans.
- Site plans.
- Work plans.
- Project drawings.
- Sketches made to explain work that is happening on site.

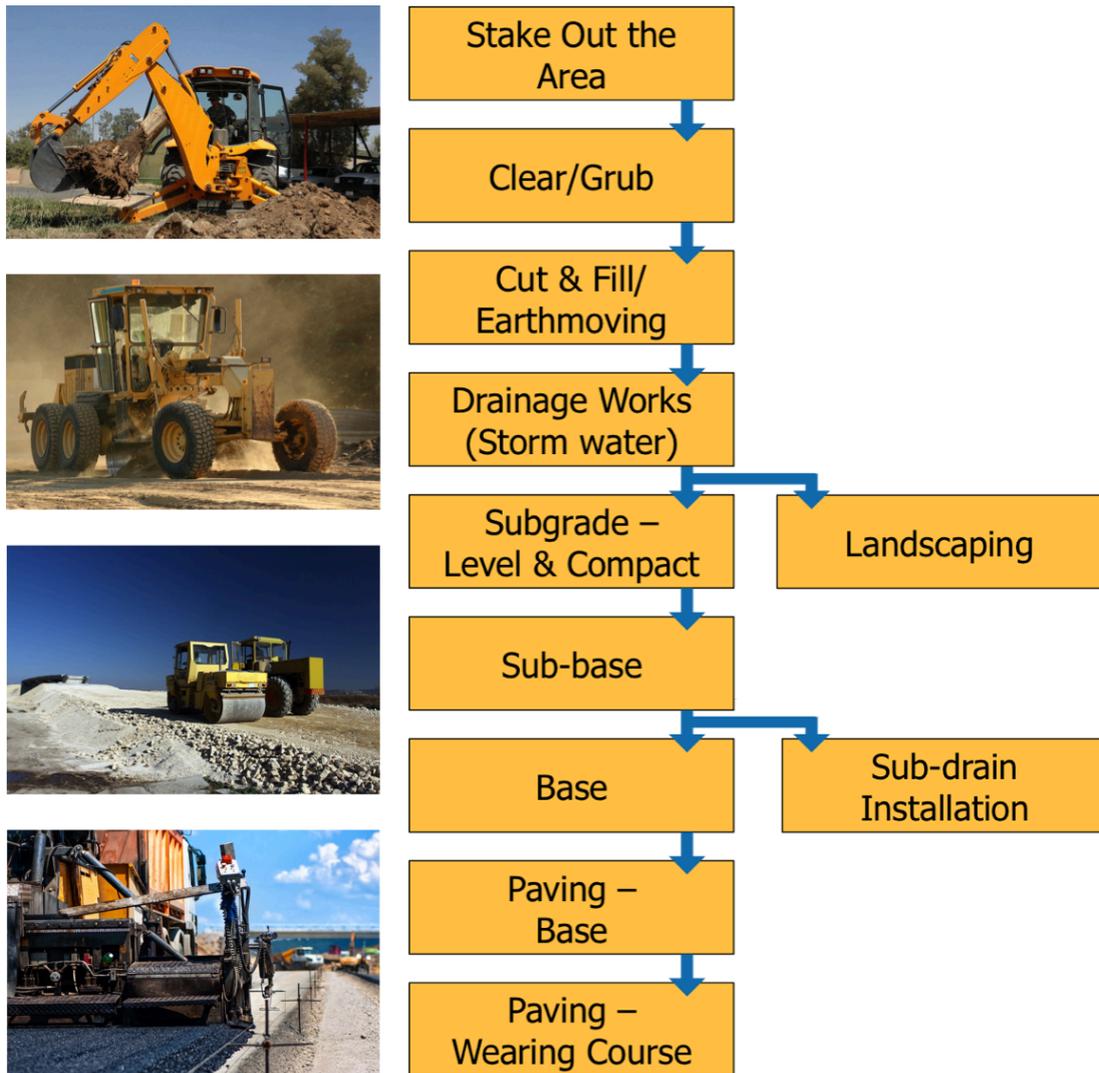
Plans and drawings are useful because they can help you to get an overview of the site and the project as a whole. It can also be the best way to explain exactly what needs to be done.

You need to be familiar with the scale and symbols used in the plans and drawings so you can understand them properly. If you're not sure ask your supervisor or site personnel for help.

1.3.4 Civil Construction Sequences

Civil construction projects are made up of a range of smaller tasks or activities. It is important that these are done in the right order for the project to go smoothly.

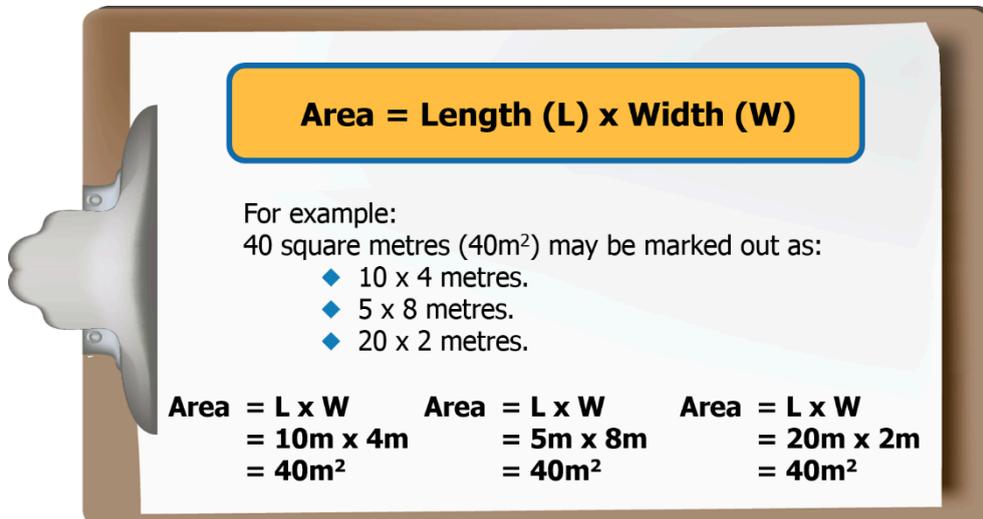
Here is a basic civil construction sequence from clearing the area through to preparing for road construction:



1.3.5 Earthworks Calculations

As an excavator operator, the two main calculations you will need to be able to apply are for **Area** and **Volume**.

Area can be calculated using the following formula:



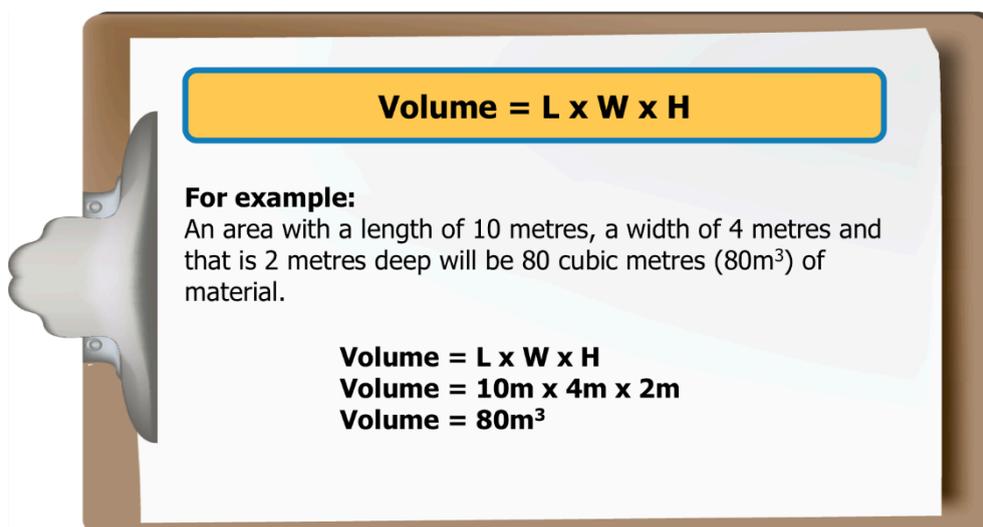
Area = Length (L) x Width (W)

For example:
40 square metres (40m²) may be marked out as:

- ◆ 10 x 4 metres.
- ◆ 5 x 8 metres.
- ◆ 20 x 2 metres.

Area = L x W = 10m x 4m = 40m²	Area = L x W = 5m x 8m = 40m²	Area = L x W = 20m x 2m = 40m²
--	---	--

Volume can be calculated using the following formula:



Volume = L x W x H

For example:
An area with a length of 10 metres, a width of 4 metres and that is 2 metres deep will be 80 cubic metres (80m³) of material.

Volume = L x W x H
Volume = 10m x 4m x 2m
Volume = 80m³

1.3.6 Emergency Procedures

	<p>Emergency procedures will vary depending upon the worksite. These procedures could include:</p> <ul style="list-style-type: none">• Emergency shutdown.• Evacuation.• First aid.• Firefighting.
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1.3.6.1 Emergency Shutdown of Equipment

If there is a fire, emergency or accident you might need to use the emergency stop on the equipment you are using. This will turn the equipment off immediately. You can also use the emergency stop if the equipment stops working properly or you lose control of the equipment.



1.3.6.2 Evacuation

Things to remember are:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.



1.3.6.3 First Aid



First Aid is the quick care given to an injured or ill person. Every site will have a First Aid Officer. If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.

1.3.6.4 Fire Fighting Equipment

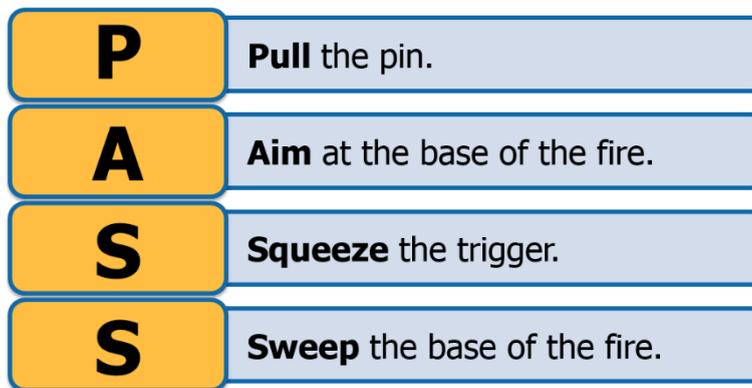


Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons. Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.

Steps for using a fire extinguisher:

1. Evacuate the area.
2. Isolate the area.
3. Call emergency services or other designated on site procedure.
4. If it is safe to do so, use an extinguisher to attempt to control the fire using the **PASS** system.

The **PASS** system:



Contact your site emergency management team as soon as possible and call the fire brigade on **000**.

1.4 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the work area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.

The best way to control hazards is to use a simple problem-solving approach:

1. **Identify the problem.** What is the hazard?
2. **Identify the cause of the problem.** What is causing the hazard?
3. **Work out the different options that you have to solve the problem.** What can be done to eliminate or minimise the hazard as much as possible?
4. **Choose the best option to solve the problem and apply it.** What is the best option to eliminate or minimise the hazard?



5. **Check to see if the problem has been solved.** Has the hazard been eliminated or reduced to a safe level? If not, you will need to use additional, or better options for fixing the problem (controlling the hazard).

1.4.1 Identifying Hazards

	<p>Part of your job is to look around to see if you can find any hazards before you start any work.</p> <p>A hazard is the thing or situation that causes injury, harm or damage.</p> <p>When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:</p> <ul style="list-style-type: none">• Up high above your head.• All around you at eye level.• Down low on the ground (and also think about what is under the ground).
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- Some hazards you should check for in the work area are:
- Overhead and underground services.
- Uneven, soft, slippery or unstable terrain.
- Trees.
- Fires.
- Bridges.
- Excavations.
- Buildings.
- Traffic.
- Embankments.
- Cuttings.
- Hazardous materials.
- Structures such as site offices and scaffolds.
- The weather and environment.
- Other workers or site visitors.
- Pedestrians and other public traffic.
- On-site vehicles, plant, equipment and machinery.
- Poorly maintained or faulty equipment.
- Hazards from components of the excavator (e.g. hoses under pressure, hydraulic tanks, cooling systems or braking systems).
- Road surface and edge solidity.
- Handling characteristics of the excavator.
- Effects of the load as you move or scoop it.
- Chemical hazards such as fuel, chemicals, contaminants, gases or dusts.

1.4.2 Working Near Power Lines

Working near power lines can be very dangerous if you are not careful.

It is very important that you know the safe operating distances for different types of power lines and the steps you must take if your job needs you to work closer than the safe distances.

Generally, if you need to work closer than the safe work distance you must:

- Contact the local electrical authority for permission to work closer (this is called an exemption).
- Have the power lines shut off. If this is not possible then have the power lines insulated.
- Use a spotter (depending on local laws and rules).



Distances are different depending on the voltage of the power lines and the state/territory you are working in. You should check with the local electrical authority for information and advice to find out the voltage of power lines in your work area.

QLD

The Queensland Electrical Safety Regulation breaks down the distances in detail. Exclusion zones are broken down not only by size of electric/power line but also by the competency level of the operator. This means that the requirements should be clarified with the electrical authority before work commences even if the distance appears to be outside the zones.

The following minimum distances are provided as guidance:

Electric/Power Line Type	Distance
Up to 132kV	3.0m
132kV up to 330kV	6.0m
330kV and above	8.0m

NSW

In New South Wales, for anyone who is not accredited, equipment operation may not be any closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Up to and including 132kV	3.0m
Above 132kV up to and including 330kV	6.0m
Above 330kV	8.0m

To work closer than these distances requires authority from the relevant electrical authority and adherence to cl.64(2)(e) of the regulations.

ACT

In the ACT mobile plant operators and persons erecting or working from scaffolding must maintain a safe minimum distance to power lines as outlined in the table below:

Electric/Power Line Type	Distance
Less than 33kv	4.0m
33kV or more (transmission lines)	5.0m

VIC

In Victoria the Framework for Undertaking Work Near Overhead and Underground Assets states that equipment must not be closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Distribution lines up to and including 66kV (power poles)	6.4m (or 3.0m with a qualified spotter)
Transmission lines greater than 66kV (towers)	10m (or 8m with a qualified spotter)

TAS

In Tasmania equipment must not be closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Up to and including 133kV (poles)	6.4m (or 3m with a safety observer)
Greater than 133kV (towers)	10m (or 8m with a safety observer)

SA

In South Australia mobile plant operators and persons erecting or working from scaffolding must maintain a safe minimum distance to power lines as outlined in the table below:

Electric/Power Line Type	Distance
Up to 132kv (including 132kv poles)	6.4m (or 3.0m with a spotter)
132kv or more (including 132kv towers)	10.0m (or 8.0m with a spotter)

WA

In Western Australia this falls under Regulation 3.64 from the OSH Regulations and states the following as the minimum distances:

Electric/Power Line Type	Distance
Up to 1kV (insulated)	0.5m
Up to 1kV (uninsulated)	1.0m
Above 1kV and up to 33kV	3.0m
Above 33kV	6.0m

NT

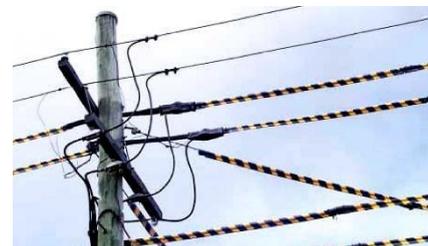
In the Northern Territory equipment must not be closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Up to and including 132kV (distribution lines)	6.4m (or 3m with a spotter)
Greater than 132kV (transmission lines)	10m (or 8m with a spotter)

1.4.2.1 Tiger Tails

Tiger tails are used as a visual aid to identify the location of overhead power lines.

It is important to note that tiger tails **DO NOT** insulate the power lines so exclusion zones and safe operating distances must still be maintained, even when tiger tails are present.



1.4.2.2 Contact with Power Lines



If the excavator makes contact with live power lines you should:

1. Stay calm, remain in your seat, and warn others to keep away.
2. Try to break contact by lowering the bucket and get someone to switch off the power if possible.
3. If it is unsafe to stay in the machine, jump well clear and don't make contact with the ground and the machine at the same time.
4. Remain a safe distance from the machine and warn others to keep clear.
5. Have someone notify the supervisor, who should contact the appropriate electrical authority.

1.4.3 Controlling Hazards

After you have found hazards or dangers you need to work out how bad they are:

1. What is the chance that the hazard will hurt someone or cause damage?
2. If it does happen, how bad will the injury or damage be?



Thinking about these things will help you to choose how to control the hazards. Hazards controls need to follow:

	<ul style="list-style-type: none"> • Legislation (laws). • Australian Standards. • Codes of Practice. • Manufacturers' specifications. • Industry standards.
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The best way to control hazards is to use the Hierarchy of Hazard Control. The hierarchy of hazard control is a range of options that can eliminate, or reduce the risk of hazards.

You start at the top of the list and see if you can take away (eliminate) the hazard or danger.

If you can't take it away you move down the list to see if you can swap it for something safer (substitution).

Keep working through the list until you find something that controls that hazard or danger.



This table shows you the 6 different types of controls in order from best to worst:

Hierarchy Level	Action
1. Elimination	Completely remove the hazard. This is the best kind of hazard control.
2. Substitution	Swap a dangerous work method or situation for one that is less dangerous.
3. Isolation	Isolate or restrict access to the hazard.
4. Engineering Controls	Use equipment to lower the risk level.
5. Administrative Controls	Site rules and policies attempt to control a hazard.
6. Personal Protective Equipment	The least effective control. Use PPE while you carry out your work.



It is important to think about all of the options available when deciding on the best hazard controls. You may need to use more than one control measure to bring the risk level down to an acceptable level.

Check the situation after you have applied a control measure to see if more controls, or different controls are needed to make the job safe. If more controls are needed, make sure they are applied before you start or continue the work.

Talk to your supervisor or safety officer if you are not sure if it is safe enough to carry out your work. If you think the hazard is still too dangerous you should not try to do the work.

1.4.3.1 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is clothing and equipment designed to lower the chance of you being hurt on the job. It is required to enter most work sites.

It includes:

- **Head protection** – hard hats and helmets.
- **Foot protection** – non-slip work boots.
- **Hand protection** – gloves.
- **Eye protection** – goggles, visors or glasses.
- **Ear protection** – plugs or muffs.
- **Breathing protection** – masks or respirators.
- **Hi-visibility clothing** – clothing that makes you stand out and lets other people know where you are.
- **Weather protection** – clothing that protects you from the sun or from the cold.



Make sure any PPE you are wearing is in good condition, fits well and is right for the job.

If you find any PPE that is not in good condition, tag it and remove it from service. Tell your supervisor about the problem and they will organise to repair or replace the PPE.



1.4.3.2 Traffic Control Barricades and Signage

In some cases you may need to isolate the work area. Set up barricades and signage to warn others that you are working in the area and that it is dangerous for them to come too close.

On worksites it is often necessary to control the movement of traffic around and through the site. To do this there are 2 different types of traffic management plans:

Traffic Management Plan

Deals with traffic moving through the site, i.e. traffic on public roads and members of the public.

Vehicle Management Plan

Deals with on-site vehicle movements, haul circuits and dump runs, and material routes.

In the traffic or vehicle management plan, signs and the distances between signs will be listed. Reading the plans will show you where particular signs need to be placed.

Signs and barriers may include:

- Danger or warning signs like speed limits, 'workmen ahead' or 'reduce speed'.
- Flashing lights.
- Barricades and fences.



1.4.4 Environmental Protection Requirements

Environmental protection requirements are part of every worksite. Make sure you check with your supervisor about what environmental issues need to be managed during your work.

	<p>All environmental details should be listed in an 'Environmental Management Plan' for the site. It can include details for:</p> <ul style="list-style-type: none">• Waste management.• Water quality protection.• Noise control.• Vibration control.• Dust management. <p>The plan will outline the steps and processes needed to prevent or minimise damage to the environment through the use of machinery and equipment.</p>
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2.1 Choose and Check Plant and Equipment



Once you have confirmed your job requirements you need to choose the right equipment and attachments to get the job done.

When choosing equipment and attachments you need to think about:

- The task requirements, specifications and goals.
- The appropriateness of the equipment for the completion of the task.
- The characteristics, correct use, operating capacity and limitations of each item.
- The potential risks to yourself and others in the intended use of the equipment.

Information about technical capabilities and limits can be found in the operator manuals supplied by the manufacturer of each item.



It is not safe to operate plant, equipment or attachments outside site procedures and the manufacturer's specifications. This may cause the machinery to break and could also cause an accident or injury.

2.1.1 Excavator Characteristics and Limitations

The two main differences between types of excavators are the size of the machine and whether it has wheels or tracks. The one you choose will depend on the work and the terrain to be worked in.

You should assess the ground conditions to decide whether you need an excavator with tracks or tyres. Tracks can provide more stability and traction on inclines, soft or boggy ground.





Check the operator's manual and manufacturer's specifications for information about:

- Load limits.
- Balance requirements with and without a loaded bucket.
- The limits on slopes that can be negotiated both loaded and unloaded.
- Manoeuvring capability, such as turning radius and stopping distances.
- Attachment use.
- Use of slings and guide ropes.
- Materials and handling requirements.

2.1.2 Choosing Excavator Attachments

There are a range of attachments and equipment that can be fitted to your excavator including:

Attachment	Description
Ripper/Tynes	For ripping the surface and loosening materials where needed.
Augers	Used for drilling holes.
Buckets	Excavating bucket, tilt bucket, rock bucket, trench bucket.
Lifting Devices	Slings, lifting gear.
Rock Breakers (Hydraulic Hammers)	For breaking rocks or concrete.
Vibrating Compaction Plate and Wheel	Used for compacting soil and other materials.
Other Approved Attachments	May include GPS for machine guidance, magnets, log grapples and blades.

When selecting an attachment you have to work out if it is suitable for the tasks you need to complete by confirming:

- What the attachment is designed for.
- If it is an approved attachment that can be used with the excavator you are operating.
- The manufacturer's requirements for the attachment.
- That you know how to use the attachment properly.



You will find this information in the operator's manual for the excavator and the operator's manual for the attachment. Otherwise you may need to check the workplace equipment procedures for your site.

2.1.3 Fitting and Removing Attachments

Once you have decided that the attachment is right, you need to attach it securely using approved attachment points and methods.

Each attachment will have its own requirements for how and where it is fitted on the excavator. You can find this information in the operator's manual or manufacturer's instructions.

Make sure you take appropriate safety precautions (such as releasing hydraulic pressures where needed) before fitting or removing attachments.



Generally, to **fit an attachment**:

1. Collect any required tools or equipment.
2. Make sure the excavator is safely parked and correctly located for attaching the equipment.
3. Follow manual handling procedures – attachments can be heavy and awkward to manipulate.
4. Connect the attachment using the manufacturer's guides and ensuring all connectors are correctly joined.

Generally, to **remove an attachment**:

1. Collect any required tools or equipment.
2. Ensure the excavator is safely parked and removal of the attachment will not cause a hazard.
3. Ensure any pressure couplings have the pressure released before detaching.
4. Disconnect connectors in correct order and using recommended safety procedures.



2.1.4 Conduct Routine Checks

Before you use any piece of plant or equipment, you need to conduct routine checks to make sure it is safe to use. Check the machine logbook before you start your inspection to see if there are any faults that still need to be fixed before you can use the excavator.

Also make sure you are wearing the correct PPE before you start checking the machine.



Routine checks are made up of:

Pre-Start Checks

Visual checks that are made before you start the equipment.

Operational Checks

Checks of all functions once the machine has been started.

Generally, routine checks are performed at the start of each day or shift.

You can use an inspection checklist to keep a record of the checks you have made.

2.1.4.1 Pre-Start Checks

Pre-start checks are done before the engine is started. Walk around the excavator and look for anything that is out of the ordinary.

Part or Component	What to Check
Structure	Check the general condition of the excavator. Check for oil or other fluid leaks. Check for any signs of visual weaknesses, damage, stressed welds or paint separation.
Tyres or Tracks	Check for mud, which may be thrown from the tyres and cause damage. Check the condition and air pressure of the tyres to make sure they are within the manufacturer's specifications. Check the condition and tension of tracks. Check that the track pin is centred over the track roller, and that track sag is within acceptable limits. The track tension should be adjusted if it is too loose. To check the tension of tracks place a straight edge on the track from the roller to the drive wheel/cog and measure the distance from the edge down to the track. As a general rule, the allowable track sag is 2.5-3.8cm but you need to check the manufacturer's specifications for the excavator you are operating to be sure.
Bucket	Check the bucket for worn or broken components e.g. teeth, blade, bolts. Inspect the hydraulics and connections for wear and tear. Check the condition of the pivot pins.
Boom Arm	Make sure you check the arm for damage or defects, but be careful not to put yourself in a position where you could be crushed if there is a malfunction. If you find excessive wear in the power arms and connections that make the excavator dangerous to operate you need to inform your supervisor or an authorised person. Then isolate the excavator and don't use it until it is repaired.
Safety Pins	Check all pins and keeper plates are in place and any loose bolts are tightened.
Fluids and Lubrication	Check that the oils (engine, transmission, hydraulic) and fuel are at the right levels. Check that the water or other approved coolant is at the right level. Transmission fluid needs to be checked in accordance with the manufacturer's specifications. Check that parts are lubricated to ensure smooth operation.
Engine	Check condition and security of battery. Check electrolyte levels. Check for any obvious signs of damage or wear.

Hydraulic Rams and Hoses	Hydraulic rams and pressure hoses are checked for splits, leaks, fractures, bulges and bent piston rods.
Decals and Signage	Check that all decals and signage are present on the machine. This includes the load chart, which must be clearly readable for the excavator to be used.
Windows	Check that the windows are clean and you have good visibility from the operator's chair.
Cabin	Check that the seat and safety belt is in good condition. Check that the cabin is clean.
Service History and Logbook	Check the machine hour meter, manufacturer's recommendation and logbook to find out if the excavator needs to be serviced. You can also check the instruments or computer for this information on later models.

For exact details on the components for the machine you are operating, check the operator's manual as different brands may have different requirements.

2.1.5 Operational Checks



Operational checks are made once the engine is started.

Climb into the excavator using 3 points of contact at all times (2 hands and 1 foot or 2 feet and 1 hand). This is the safest way to climb in and out of the excavator.

Adjust the seat until comfortable and make sure you have maximum visibility. Secure your safety belt.

Start up the excavator by following the manufacturer's instructions.

You will need to let the engine idle for the required amount of time. Depending upon the individual machine this idle time could range from 3 to 10 minutes.

Controls and functions that need to be checked on the excavator:

Part or Function	What to Check
All Controls	Test all arm and bucket movements.
Gauges and Instruments	Check that all instruments are displaying properly and are not signalling any alarms or warnings.
Safety Devices	Test all lights, alarms and other warning devices.
Attachments	Check that the attachment is secured and connected to the excavator properly. Check the condition of the attachment. Check that it works properly.
Travel, Turning and Brakes	Test all movements and brakes, including the emergency stopping device.
Ancillary Equipment	Test out all communications devices and any other systems or functions fitted, e.g. positioning instrumentation (GPS, auto levelling controls).

Once you have finished your operational checks it is a good idea to check for external signs of oil or fluid leaks. It is common for the start-up process to cause a leak through hoses breaking.

2.1.6 Recording and Reporting Faults

Once all routine checks are finished, you will need to report any problems, faults, defects and damage that you found during the inspection so that they can be repaired and the machine and equipment are safe for you or the next operator to use.

Make sure the excavator is tagged out (isolated from use) until the repairs have been made.

Record the details of the problem in a fault report or the excavator logbook.



2.2 Operate the Excavator

During civil construction excavator operations you will need to:

- Assess the materials you are working with.
- Use the equipment safely within the technical specifications and limits.
- Use the equipment for tasks that it is specifically designed for.
- Continuously monitor and check for hazards.



It is important to coordinate your activities with other workers when you are planning and carrying out the work to make sure everyone knows:

- The work being completed.
- How, when and where you will be operating.
- What they need to do.

All workers on site must understand their own role and the roles of others before starting work. It helps to make sure work is done safely and efficiently.

Workers you may need to coordinate with include:

- Supervisors and management.
- Other plant and vehicle operators.
- Traffic controllers or other workers on the site.
- Team leaders.
- Site safety personnel.



2.2.1 Assessing Materials to be Excavated

You will need to assess the materials you are working with to figure out the best way to handle it. For example, clay is more cohesive and harder to excavate than topsoil.

There may be different types of materials being handled at the worksite. They may include:

Material	Description
Clays and Mud	Clay and mud can tend to be dense and sticky and may not discharge cleanly if wet or damp. Sometimes, particularly with damp materials, the dump process may be longer than normal. Mud can purge from the excavator, rather than discharge smoothly.
Topsoil and Organic Materials	Generally these types of materials are loose and will dump cleanly. As topsoil can be reused in re-vegetation activities, it will normally be dumped in a quarantine area to keep it free from contaminants. It may be necessary to clean down the machine before starting work in other areas or prior to hauling topsoil or organic matter to prevent contamination.
Stones, Rocks and Gravel	The operating techniques needed will depend on the type of rock, and the size of gravel and stones. For example: <ul style="list-style-type: none"> • Metamorphic rocks are heavy and hard. • Igneous rock is volcanic and can be hard but may also be very light. Igneous rock can be very abrasive and may cause damage to the excavator or wear down ripping points quickly. • Sedimentary rocks and shale could peel out when cut and removed.
Silts and Sands	Depending on the amount of moisture, silts and sands can move cleanly and easily or can be difficult because of the fine and sometimes crumbly nature of the materials.
Construction Site Materials	Construction site materials can be blended materials, bituminous mixes and waste materials. How these materials handle will depend on the properties of the materials and the environmental conditions such as the moisture levels.

Knowing the material and how it reacts during operational activities is essential in order to complete required tasks efficiently and achieve optimum output.

You will also need to assess the weight of the materials you are working with.

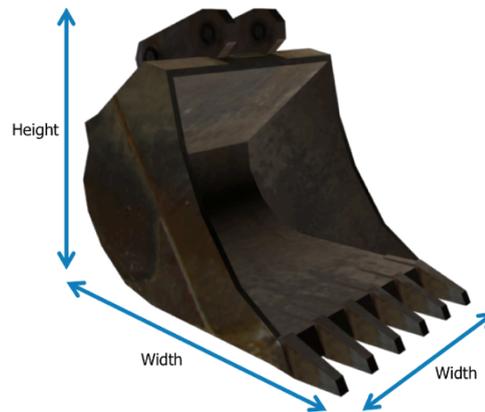
Material	Weight per Cubic Metre	Material	Weight per Cubic Metre
Bronze	8.5 t	Lead	11.4 t
Clay	1.9 t	Lime (stone)	2.6 t
Coal	864 kg	Sand (beach, dry)	2.0 t
Concrete	2.4 t	Sand (beach, wet)	2.3 t
Earth	1.9 t	Sand (river, wet)	1.5 t
Granite	2.6 t	Shale	2.6 t
Gypsum	2.3 t	Terracotta	1.8 t
Iron Ore	5.4 t	Zinc	7.0 t

Think about the size of the bucket you are using and work out the weight of the load.

To work out the volume that the bucket can hold, multiply the height (H), width (W) and length (L),

then divide it by 2:

$$\frac{L \times W \times H}{2}$$



Check the weight of the materials against the manufacturer's specifications to make sure you don't overload the excavator. Keep in mind that uneven, rough, boggy or sloping ground can all reduce the amount of material that the excavator can safely carry.

2.2.2 Soil Technology



Characteristics of the materials being moved or loaded will affect your work.

You need to understand the basics of soils, clays and other materials so you are able to:

- Know how to best respond to them and handle them.
- Achieve the best outcomes in your work.
- Calculate load amounts.
- Understand conditions for moving the materials.

2.2.3 Safe Operating Techniques

To make sure your work is done in a safe way it is important to follow some basic safe operating techniques.

Make sure the excavator is suitable for the ground conditions and that the bucket is suitable to the task.

Keep clear of holes or soft ground areas. Be careful when driving along the high side of a trench as it could cave in.

Keep in constant communication with other personnel throughout your excavator operations. Continuously monitor and check for hazards, and warn other workers if there is danger.



Report your progress on a regular basis to your supervisor and modify your work to meet any new project or quality requirements, or changing conditions.

	<p>The operator's manual will outline the limitations of the excavator you are using. This will include information about:</p> <ul style="list-style-type: none">● Safe operating speeds and techniques● Safe travel speeds.
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Excavator operators will usually use the following techniques to complete civil construction tasks:

- Excavating or loading materials.
- Cutting and boxing.
- Dumping materials.
- Stripping and spreading.
- Levelling materials.
- Stockpiling materials.
- Backfilling.
- Mixing materials.
- Battering and benching.
- Site clean-up.
- Other excavator tasks, e.g. cut and fill, pipe laying, landscaping.



2.2.3.1 Safe Operating Speeds

While operating the excavator make sure movements are smooth, not jerky, and that you operate the excavator at a safe speed.

Operating the excavator too fast can cause instability.



2.2.3.2 Safe Travel Speeds

	<p>Going too fast will reduce the stability and control of the excavator, as well as putting yourself and other workers in the area in danger.</p>
	<p>Your speed may be affected by a range of factors including:</p> <ul style="list-style-type: none">● The age of the machine.● The work environment.● Ground conditions.● Attachments fitted.● Visibility.● Site rules, policies and procedures.● The amount of traffic, other vehicles or obstructions in the area.

2.2.4 Using Attachments

You need to know and understand the operational limits of the equipment you are using to make sure you don't damage it, or put yourself in danger.

Each attachment has been designed to do a specific type of work, for a specific type or range of materials. Do not ever use an attachment for any job other than the one it is designed for.

Make sure you have enough room to operate the attachment safely without putting other workers in danger.

Keep all operations within the limits and capabilities of the equipment. You could damage the attachment if you push it too hard.



After you have finished using the attachment, check your work to make sure it matches the plan.

2.2.5 Excavating or Loading Material

When using the excavator for civil construction work make sure you work safely and follow the work plan, including:

- Checking for underground services (power, telephone, gas, water, sewer, drainage and fibre optic cable lines) before starting to excavate. Talk to the site supervisor who will contact the supply authorities for council maps of the site.
- Checking state or territory standards for safe operating distances from power lines.
- Using barricades, guard rails or fencing and warning signs to prevent workers falling into a trench or vehicles and machines getting too close. No workers should be standing within operating radius of the excavator while you work.



If you are excavating a trench, deposit full buckets of material away from the trench. Loads should be placed at least 1m away with material coming to rest no closer than 0.5m from the excavation.



While you are excavating you need to check for signs that you are getting close to a previous excavation or an underground service. If you notice any of the following signs, stop operating immediately and hand dig to investigate:

- Crushed blue metal or plastic tape.
- Clean sand or sand bags.
- Broken tiles.
- Moisture.
- Any other unusual material.

If cutting a trench across a footpath:

- Gather information and permits from relevant authorities who may run services under the footpath.
- Excavate slowly towards any underground services.
- Set barricades and signs to isolate the area.



2.2.5.1 Cutting and Boxing

Cutting involves the removal of material above a required level i.e. cutting down to create a floor or design level.

Boxing is the technique of removing materials below a level and may involve trenching, or removing sections of pavement in a “box” type shape to a desired level.



2.2.6 Dumping Material into Trucks



When dumping material into a truck:

- Approach the truck slowly or wait until it is correctly positioned.
- Make sure you know where the driver is at all times.
- Make sure the turntable is level when slewing to prevent the machine from overturning.
- Place a layer of soil in the truck to take the impact of large rocks.
- Never slew a load over the cabin of the truck as the bucket could hit the cabin or load could drop onto the cabin.
- Be careful of large boulders tipping out of the bucket onto the truck.
- Make sure anyone in the area is at a safe distance from loading operations and that they stay within your view.

2.2.7 Levelling

Levelling materials can be done using the bucket or using a dozer blade fitted to the excavator.

When levelling, work to the designated grade, slope and fall (for water to run off).

In many cases GPS and laser control systems are now used to provide a more accurate finish to the work. This eliminates the need to have a person standing close by, ready to take levels although this may still need to occur with some works.



Levelling equipment needs to be calibrated regularly and checked against site reference points such as pegs, benchmark points or other defined levels.

2.2.8 Stockpiling



Excavators are used to either create stockpiles by placing materials into the pile or to empty a stockpile by removing materials.

Do not undercut a bank or stockpile, as it could collapse and cause the excavator to overturn and trap the operator underneath.

2.2.9 Stripping and Spreading Topsoil

Excavators can be used to strip back the top layer of earth to excavate or level an area. The bucket is used to cut and lift a small amount of the topsoil.



This topsoil can be transported to another area and spread out.

Spreading topsoil can be done a number of ways. You can discharge the soil from the bucket bit by bit, or scrape a small pile of topsoil over an area if the excavator is fitted with a blade.

2.2.10 Backfilling

The excavator can be used to backfill trenches or small excavations after work has been completed.

When backfilling make sure that you do two things:

- Check that the right materials are deposited into the excavation.
- Check that the right level of compaction is achieved.



Loose materials in a trench or excavation can settle over time and sink down. Make sure there is enough material packed into the trench to keep the ground even after the work is completed.

2.2.11 Battering and Benching



Batters are the slopes to the side of constructed works – these could be cuttings or embankments.

Benches are steps that are dug into the materials to provide flat areas for safe working on slopes, or raising the equipment up to assist with excavating and loading materials.

Excavations deeper than 1.5m that workers need to enter or that are likely to collapse due to the material will require you to bench or batter the sides. Then trench shields can be lowered into position before workers enter the excavation.

2.2.12 Mixing Materials

You may need to mix materials using the loader. A tiller is a useful attachment for this kind of work.

You can use one to break up the ground and mix topsoil or clay with other materials to prepare the ground for future work.

The bucket can also be used to mix materials in a stockpile. The bucket is used to first slowly drag the materials from the stockpile out and spread them along the ground. The materials are then collected up by the bucket and returned to the stockpile. Other materials can also be added during the mixing process if required.

2.2.13 Site Clean-Up

Excavators are useful for cleaning up worksites after major works have been completed, or preparing sites for other work.

Site clean-up includes removing unwanted materials from the area. You may need to stockpile them for later use, or deposit them in an area where they can be removed from the site.



2.2.14 Other Excavator Tasks



Excavators can also be used for:

- **Pipe Laying** – This is completed after trenching. A pipe laying attachment could be used if necessary.
- **Cut and Fill** – This involves removing (cutting out) materials and replacing them (filling in the hole).
- **Landscaping** – These tasks include removal of trees and other obstacles and ripping of the ground.

2.3 Adjust Techniques to Meet Changing Conditions

While you are working and moving materials, the site will change.

Lighting Changes

Twilight is the time when your eyes might become more tired and difficult to focus. It could be more difficult to see the terrain and to judge distances. Set up temporary lighting where possible and go slowly.

Weather Conditions

Rain, sleet, snow, wind and humidity can all affect both your excavator and the materials you are working with. Additional moisture from any source will change the composition of the materials, possibly making them heavier and slippery. This means you will not be able to lift or haul as much and you will need to adjust the quantities you are dealing with in each load.

Changing Work Conditions

As more materials are moved around or removed from a site the work conditions may change. Materials that you are working with can change throughout a project. As you excavate deeper or move onto other stages of the civil construction project you will be working with different materials, attachments and personnel.



2.4 Lift, Carry and Place Loads Using Slings and Lifting Gear

In civil construction projects you may need to use the excavator to lift and carry loads using slings and lifting gear, for example lowering pipes into trenches.

It is important that this work is conducted in coordination with authorised personnel such as a licensed dogger or rigger.



2.4.1 Determine the Weight of the Load

You need to coordinate with authorised personnel to work out the weight of the load to make sure your excavator can safely lift it without damaging the equipment, attachment or making it unstable.



The weight of the load can be found in a number of ways:

- Check for weight markings on the load.
- Check delivery dockets or information sheets.
- Check the weighbridge certificate.
- Calculate the weight of the load or material.

If you cannot be sure of the weight and cannot calculate it, do not lift the load.

Once you know the weight of the load you need to make sure the excavator you are using has the capacity to lift it safely. You can check the capacity of the excavator in the operator's manual or manufacturer's specifications.

If you are using an attachment to lift the load you need to check that it is also rated to be able to lift the load. Keep in mind that using an attachment may also reduce the overall capacity of the excavator.



Pass on any information about machine and equipment capacity to the person slinging the load.

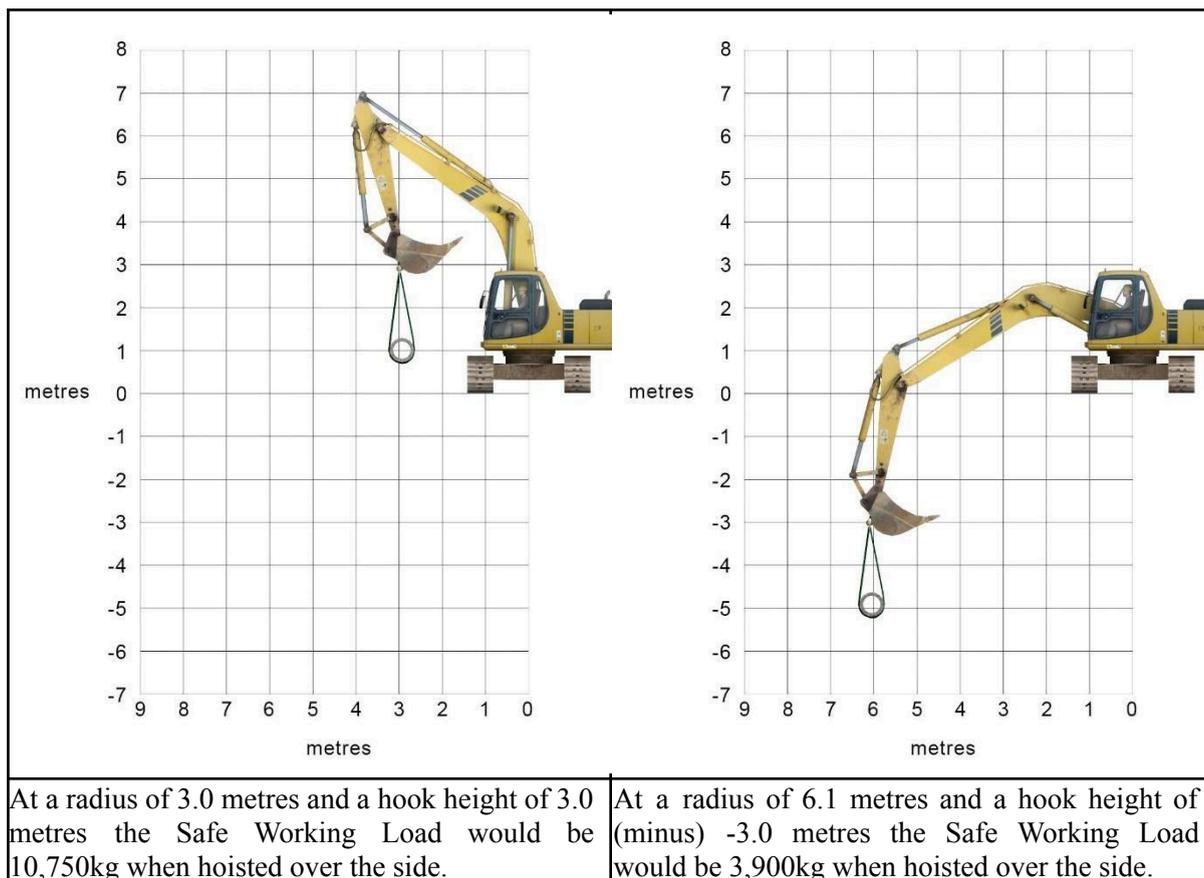
2.4.1.1 Check the Excavator Load Chart

Always check the excavator load chart to make sure that any load that is lifted is within the capacity of the excavator.

EXCAVATOR LOAD CHART										
22 Tonne Excavator fitted with a 3.05m long arm, 1m³ bucket and 600mm shoes										
Radius	Max Reach		7.6m		6.1m		4.6m		3.0m	
Hook Height	Front	Side	Front	Side	Front	Side	Front	Side	Front	Side
6.1m	*3100	*3100	*3450	*3250						
4.6m	*3150	2650	*3950	3250	*4100	*4100				
3.0m	*3300	2400	*4450	3050	*5050	4500	*6450	*6450	*10750	*10750
1.5m	3550	2300	4550	2950	*6050	4200	*8300	*6450	*5450	*5450
0m	3600	2300	4450	2850	6200	4000	*9650	6050	*6900	*6900
-1.5m	3900	2500	4350	2750	6100	3850	*9650	5900	*10200	*10200
-3.0m	4654	2950			6100	3900	9650	6000	*14900	12300
-4.6m	6650	4250					9200	6100	*13800	12700

The ratings are based on 75% of tipping load, stationary on firm level ground as per AS 1418.5.
 * The ratings do not exceed 87% of hydraulic lifting capacity or 75% of tipping load.
 For “pick and carry loads” on firm level ground the load shall not be greater than 66.7% of tipping load as per AS 1418.5 or 88.9% of the Safe Working Load (SWL).
 Where ground is sloping, rough or not firm, the load must be dramatically reduced.

For example:



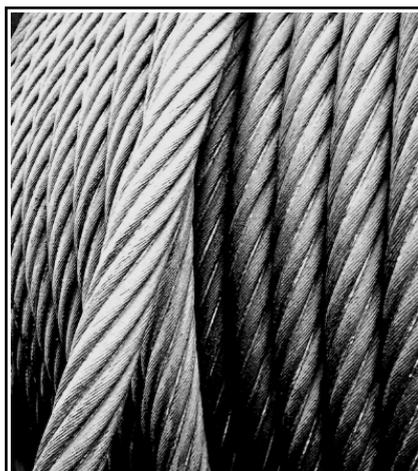
2.4.2 Choose Lifting Gear

When using the excavator for lifting, make sure it is fitted with the correct lifting attachment or that the machine has the appropriate lifting lugs. Always use an approved lifting lug or lift connection that is clearly marked with the Safe Working Load (SWL).

Lifting gear needs to be selected based on the type, size, weight and shape of the load to be lifted. Only a licensed dogger or rigger is authorised to select and inspect lifting gear, determine the weight of loads and select and apply slinging techniques.



2.4.2.1 Types of Lifting Gear



Lifting gear that may be used with the excavator includes:

- Wire rope slings – also known as Flexible Steel Wire Rope (FSWR).
- Chain slings.
- Synthetic slings.
- Eye bolts, shackles and hooks – used to attach lifting gear to the load and excavator.

Each piece of lifting gear is rated to a specific capacity known as a Working Load Limit (WLL). This WLL can change depending on how the lifting gear is connected and arranged. This is why a licensed dogger or rigger needs to decide what lifting gear is being used and how it will be used.

2.4.3 Inspect and Connect Lifting Gear

Slings and other lifting gear must be inspected before and after use for any signs of damage or wear. All faults must be reported in accordance with site procedures and the equipment must be isolated (removed from service).

Once the correct attachment and lifting gear has been chosen and inspected by a licensed dogger or rigger, you need to make sure it is connected to the excavator properly. Slings should only be attached to manufacturer approved lifting lugs using a shackle that is rated to lift the load.



Remember: Only a licensed dogger or rigger can select, inspect and apply slinging techniques and determine the weight of loads. You may only participate in these activities under the direct guidance of a qualified dogger or rigger.

2.4.4 Positioning the Excavator

Before lifting a load with slings you need to get the excavator into the right position. Make sure:



- The excavator is on firm level ground.
- The load, excavator and lifting gear can all be safely accessed.
- Any other personnel, plant and equipment not directly involved are a safe distance away.
- You have enough overhead clearance to lift the load.
- You have enough room to move once you have lifted the load, especially if you need to travel with it.
- The excavator is in line with the load so it will not swing when it is lifted.

2.4.5 Lifting Techniques

Follow these guidelines whenever using the excavator to shift a load using slings and lifting gear:

Operating Techniques for Lifting Loads	
Follow directions from the dogger to position the lifting point over the centre of gravity of the load to keep the load from swinging.	<input type="checkbox"/>
When you are given the signal perform a test lift then lower the load again so that any changes to the slings and load can be made.	<input type="checkbox"/>
Keep all movements smooth and slow.	<input type="checkbox"/>
Stop the lift immediately if the weight of the load causes the machine to tilt or if the hydraulics begin to strain.	<input type="checkbox"/>
Check the hydraulic hoses and rams before and after lifting to make sure no damage has been done to the equipment.	<input type="checkbox"/>
Materials should be moved shortest distance possible to maintain effective and efficient control of the machine and the load.	<input type="checkbox"/>
Constantly monitor the load during the move.	<input type="checkbox"/>
Keep the load as low as safe and practical if travelling with the load.	<input type="checkbox"/>
Monitor your speed of travel and stay within safe speed limits.	<input type="checkbox"/>
Maintain a safe distance from exposed edges.	<input type="checkbox"/>
Follow all hand signals or other designated signals.	<input type="checkbox"/>
If the slings shift on the load being lifted stop the excavator, warn workers in the area, carefully lower the load and have the slings re-positioned and secured.	<input type="checkbox"/>
Make sure that if lowering objects such as pipes into trenches that the trench is shored and workers are standing a safe distance away.	<input type="checkbox"/>
Land the load at the designated location. Ensure that it is secure and stable.	<input type="checkbox"/>
Make sure lifting equipment is properly detached before moving off.	<input type="checkbox"/>

2.4.6 Communicating When Moving and Lifting Loads

Communicating when transporting and lifting loads may involve communication equipment such as two-way radios. Whistles, bells or other devices may also be used as audible signals to assist with movement of loads.

There are also specific hand signals that apply to the lifting and movement of loads. Hand and audible signals are designed to make the lifting and placement of objects safer and more effective.

Make sure you confirm all signals with the dogger who is directing you before you start to shift the load. Make sure you follow all directions given to you by the person who is directing the lift.



Shown here are the hand and audible signals used in Australia:

HAND SIGNALS	
Hoisting Raise	Hoisting Lower
<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 2 Short .. </div> 	<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 1 Long _ </div> 
Luffing Boom Up	Luffing Boom Down
<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 3 Short ... </div> 	<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 4 Short </div> 
Slewing Right	Slewing Left
<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 1 Long, 2 Short _.. </div> 	<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 1 Long, 1 Short _ . </div> 
Jib/Trolley Out; Telescoping Boom Extend	Jib/Trolley In; Telescoping Boom Retract
<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 1 Long, 3 Short _... </div> 	<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content;"> Whistle, Bell & Buzzer Signals 1 Long, 4 Short _.... </div> 
Stop	
<div style="border: 1px solid black; padding: 5px; background-color: #FFC000; width: fit-content; display: inline-block;"> Whistle, Bell & Buzzer Signals 1 Short . </div> 	
Creep Speed: Appropriate hand signal for motion with hand opening and closing	

2.5 Monitor and Check for Hazards

While you work it is important to always be on the lookout for new hazards, and to check that hazard controls are still in place and working effectively. This will help to ensure the safety of yourself, other personnel, plant and equipment.

Check the following things while you work:



Overhead Power Lines, Structures and Clearances

Know how far you are from overhead power lines at all times. Use a spotter to guide you if you cannot clearly see. Be aware that the distance to the overhead services may be reduced as ground conditions change or stockpiles are created. You also need to be aware of overhead clearances when dumping materials into trucks or other haulage units.

Other Machines

At all times you need to know when other machines are working near the excavator. Good communication between operators is essential to avoid collisions.

Live Stockpiles

Movement of materials in a live stockpile is likely. There is always the potential for the walls of a stockpile to collapse if it is incorrectly excavated.



Personnel

Good communication is the key to working with other personnel. Be aware of people in the work area. Make sure they are not in danger and are a safe distance from the excavator. If you are authorised, tell them to leave if they shouldn't be there, or call on someone who is authorised.

Operator Fatigue

Fatigue is one of the leading causes of accidents for operators of all types of vehicles and equipment.

Fatigue can be caused by:

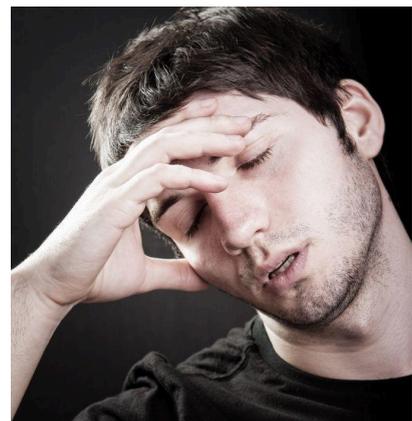


Warning signs that you are suffering fatigue include:

Physical	<ul style="list-style-type: none"> ● Slow reaction time. ● Tiredness, yawning or sore eyes. ● Headaches, stomach or other problems. ● Micro sleeps (nodding off for a short period of time).
Mental	<ul style="list-style-type: none"> ● Trouble concentrating and thinking clearly. ● Shorter than normal attention span. ● Boredom, irritability or lack of motivation.
Work	<ul style="list-style-type: none"> ● Poor or careless performance. ● Overlooking minor but potentially important details. ● Lower levels of communication and cooperation with others.

It is very important that fatigue is managed properly. Here are some ways you can manage fatigue:

- Get enough sleep.
- Drink plenty of water.
- Take regular breaks.
- Keep a healthy diet.
- Keep a reasonable level of fitness.



Talk to your boss or supervisor about breaking up boring or monotonous tasks or rotating the work you are doing with other workers if possible.

2.5.1 Reporting Hazards

A photograph of a man wearing a blue polo shirt and a bright yellow high-visibility safety vest. He is looking down at a clipboard he is holding in his hands, appearing to be taking notes or checking a list.	<p>Any hazard or environmental issue that you identify during your work will need to be reported. If you have taken any action you will also need to report those details. This could include written or verbal reports.</p> <p>Your worksite may have standard paperwork that needs to be filled out, for example:</p> <ul style="list-style-type: none"> ● Hazard report forms. ● Work method statements. ● Other reports or documents.
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3.1 Park and Shut Down the Excavator

Every piece of machinery has slightly different park and shutdown procedures. For the exact

procedure for the machine you are operating, check the operator's manual.

3.1.1 Parking the Excavator

Your excavator needs to be parked in a safe way that will allow easy access to the vehicle. Safe parking practices include:



- Stop the excavator on a flat level surface in the designated area and keep the access points clear.
- Park the excavator away from overhangs, excavations, access ways and tidal or flood areas.
- If the excavator must be parked on a sloping surface it should be facing across the slope.
- Keep the excavator away from refuelling sites and areas when parking or you can block the rest of the machines on the site from accessing fuel.
- Apply all locks and brakes.
- Move all attachments into the shutdown position and release any pressure from the lines.

If the excavator has to be parked on a public access way, lights, signs and barricades should be erected to warn people.

3.1.2 Shutting Down the Excavator

Shutdown procedures include:

- Cooling of the engine before shutting it down. This depends on the excavator but is usually the same amount of time as the engine warm up time.
- Monitoring the controlled lowering of temperatures and pressures.
- Walking around the machine looking for any signs of damage or faults that may have occurred during the task.
- Securing the excavator using any applicable lock out or isolation devices and removing the keys. This will prevent any unauthorised movement of the excavator.
- Making sure equipment is correctly stowed in accordance with site and manufacturer's requirements.



Any problems found during the shutdown procedures need to be documented in the way required by the worksite.

3.2 Post-Operational Checks

Post-operational checks need to be done to make sure the excavator is ready for the next operator.

As part of your job as an excavator operator, you need to inspect your machine to find and report any faults or damage that may have occurred during your work activities.

Your inspection should include:

Visual Inspection

Physically looking for anything odd, wrong, broken or damaged.

Visual Inspection of the Environment

Is any fluid leaking?

Signals

Alarms, lights, electronic indicators showing that something may be wrong.

Gauges

Showing temperatures and the levels of fuel, oil and other fluids.



Post-operational checks should include all of the things you look for when conducting pre-start checks. For example:

- Fluid levels.
- Condition of tracks or tyres.
- Visibility (windows and mirrors).
- Hydraulics (rams, hoses and connections).
- Structure and attachments for damage or wear.

3.2.1 Reporting Faults

Once a fault has been found, it needs to be reported and fixed.

Most sites have a fault report form that will need to be filled in with the details. The form will generally need the machinery or equipment make and model numbers, the site identification numbers, the type of fault and the person reporting the fault.



You also need to make sure the excavator is tagged out (isolated from use) until the repairs have been made.

Some sites will have a verbal system of reporting where you speak with a supervisor who then documents the fault, while others may require the operator to organise repairs of the fault directly.

3.3 Relocate the Excavator



The excavator will need to be prepared before it can be moved from site to site. Some issues in moving the excavator to another worksite may include:

- Cross-contamination between sites.
- Hazards from loose or detached parts.
- Movement of the excavator in transit.

Before relocating the excavator you may need to do some or all of the following things:

- Clean the excavator thoroughly.
- Clean any attachments going with the excavator.
- Empty the fuel tank (if practical).
- Secure all moving parts.
- Remove and store any attachments going to the new site.
- Make sure all connectors are secure and locked.
- If possible, lower the bucket to rest position and lock it into place or remove the bucket if needed.



3.3.1 Moving an Excavator from Site to Site

Excavators can be moved on special trailers or on the back of a truck. Any transport must comply with:

- Codes of practice.
- Traffic management requirements.
- Site regulations.
- Traffic codes and road rules.

No person is authorised to load and unload equipment independently without first completing the relevant competency (RIIHAN308F or its future equivalent). Mobile plant and equipment can only be loaded/unloaded by:

1. A person who currently holds the competency for RIIHAN308F (or its equivalent), or
2. A person who is being directly assisted by someone who currently holds the competency for RIIHAN308F (or its equivalent).

Be careful when loading the excavator onto the transport and use a spotter to help guide the excavator up the ramps.



Once on board the excavator must be securely locked down to prevent any movement.

3.4 Clean the Excavator and Do Routine Maintenance

It may not be practical to clean the excavator after every use but you should clean it thoroughly as often as possible. Mud and other contaminants left for long periods will eventually damage the machine.

Cleaning is also a good way to do an even closer inspection of the excavator, and may highlight issues you didn't see during the walk-around inspections.

Cleaning will need to be done in a designated area to avoid any negative impact on the environment or contamination of the site.



3.4.1 Carry Out Maintenance Tasks

Before carrying out any routine maintenance and minor repairs make sure you have all of the tools and equipment you will need to finish the job.

When conducting maintenance activities it is important to keep people in the area safe by using barricades or fences if necessary and locking out machines.

Tasks should be completed within designated areas and others should be informed of what you are doing.



You should conduct servicing, maintenance and housekeeping tasks to ensure the excavator stays at its operating capacity for as long possible.

Maintenance activities could include:



- Air filters – should be checked daily in dusty conditions. Clean or replace them as necessary.
- Greasing or lubricating attachments.
- Checking bucket teeth and replacing them as needed.
- Battery checks – clean the battery, check electrolyte levels.
- Fuel and other fluids – check and maintain levels.
- Refuelling.
- Recording and reporting of faults through workplace procedures.
- You will also need to coordinate with mechanics, maintenance supervisors or other site workers to ensure the vehicle is serviced at regular programmed intervals.

3.4.2 Vehicle Refuelling Procedures

All refuelling of equipment needs to be done in line with safety procedures and workplace instructions.

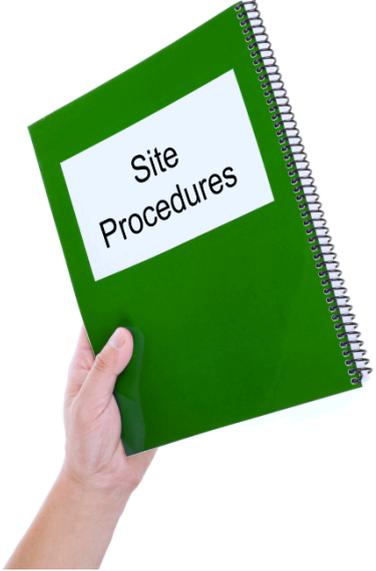
Some sites may have refuelling areas for plant and machinery set up to make sure any spills or incidents can be contained without causing damage to the environment. Spill response procedures need to be clear and spill kits available to manage any incident.

Other sites use a service truck or fuel tanker that travels to each machine to refuel. On these sites it is very important that all procedures are followed to avoid any incidents (such as fires in a coal mine environment) or damage to the environment. For example, there may be site rules against refuelling plant and equipment near a waterway or sensitive area.



Refuelling can be a dangerous activity, so it is important that you know and understand the correct procedures and techniques. If you are not sure what to do, speak with your supervisor.

These are some general guidelines for refuelling plant and equipment. Always check the procedure for your worksite before any refuelling is done.

	<ul style="list-style-type: none">● Park the machine in an appropriate location or within a bunded area. This contains any environmentally sensitive fluids or spills from entering and causing damage to the environment.● Shut down the machine and apply all brakes and isolations.● Leave the cabin, or if company procedures do not allow this make sure you do not restart the machine until you have permission from the refuelling operator.● If you are responsible for refuelling the machine make sure you have the right PPE on before you start. This may include safety glasses, face shields, gloves or other approved gear.● Activate the fuel pump correctly and make sure all safety procedures are followed.● Shut down the fuel pump once the machine has been refuelled.● Roll up or safely tidy all fuel lines or hoses.
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3.4.3 Processing Maintenance Records

Most sites have workplace forms, logbooks or checklists for writing down details of all machine maintenance work.

They are used to record the history of the machinery and equipment so that all operations and any problems can be monitored.

They are also a way of making sure that all repairs and maintenance are done correctly and on time.



Written maintenance records for your excavator may include:

- Inspection checklists.
- Fault reports.
- Fuel, oil, hydraulic and other fluid usage.
- Computer readings of various excavator functions.
- Diary entries.
- Service manuals or logbooks.
- Repair request forms.
- Part requisition forms.



You will usually need to include details like the excavator make and model number, site identification numbers, the type of maintenance carried out, the repairs or replacements that were done and the person who did the work.

Follow your site record keeping and reporting procedures. If in doubt about completing and processing written maintenance records, talk to your supervisor or an experienced worker.

3.5 Clean Up After Work



Once all your excavator tasks are finished, you will need to clean up the site. This includes removing any tools and equipment that have been used.

3.5.1 Clearing the Work Area

In clearing your work area you will be carrying out housekeeping activities. Housekeeping procedures on your site may include:



- **Eliminating or controlling any potential hazards.** Your duty of care means you shouldn't leave a possible source of danger or accident for others.
- **Using the correct PPE.** Make sure you use appropriate PPE when dealing with waste or possible hazardous materials as you clear up. For example, chemicals used for cleaning can be dangerous unless used correctly.
- **Removing any hazard controls that are no longer needed,** e.g. temporary fences, barricades and signage.
- **Recycling or disposing of materials to carry out site clean-up tasks,** e.g. construction materials, stockpiled materials, stones, rocks, gravel and bituminous mixes, paper and site rubbish. Put any waste materials in the bins provided, and recycle where possible, in line with the site plans for environmental management or waste disposal.
- **Packing up, maintaining and storing plant, equipment and tools.**

Good housekeeping will help you to see any problems or hazards on the worksite. This will help you to make sure the working environment is safe.

It is your responsibility to clean up after your work activities and not leave it to someone else to do.

3.5.2 Cleaning and Storing Attachments

Once the attachment has been removed it should be cleaned, checked or inspected for wear or damage and maintained and stored according to the manufacturer's instructions and site requirements. This will help to make sure that they are kept in good working order.



While you are cleaning attachments, check each item for damage, wear and tear or defects. If anything is wrong report it, repair it, or have it fixed by a qualified person.

Most equipment will have specified storage areas and requirements so make sure you know where and what these are before you detach heavy attachments. This will allow you to offload the attachment where it is meant to be and minimise heavy lifting or handling.

Be careful when you are cleaning and maintaining attachments. They may be sharp or hot so make

sure you are wearing PPE whenever handling them.

3.6 Process Written Records

Site record keeping procedures keep the site running smoothly. Part of your role will include completing and processing records for your excavator and the tasks that you have completed.



As well as the maintenance records you have filled in, some other records, reports and paperwork that may be needed include:

- **Logs** – supply logs, work activity logs, training logs, usage or driver logs.
- **Shift documents** – end of shift, end of process.
- **Fault reports.**
- **Hazard reports.**
- **Incident reports** – accident forms, incident reports or environmental incident reports.

It is important that you keep detailed records of all your activities, especially any problems you had during your shift.

Make sure you keep notes about what happened and what you did to fix it. This includes faulty or broken equipment, operational issues (mistakes or not following procedures correctly for some reason) and any other unusual things.

