

## Safe Work Instruction - Skidsteer Loader (Bobcat)

**DO NOT use this plant\* unless you have been inducted in its safe use and operation by an Authorised Experienced Operator**

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.  
Additional training may be required for high risk plant. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



High visibility clothing must worn



Hearing protection must be worn



Foot protection must be worn

### POTENTIAL HAZARDS AND RISKS



#### Entanglement

Entanglement in moving parts



#### Struck by Moving Object

Struck by moving object due to unexpected movement of plant



#### Crushing

Crushing due to plant tipping or rolling over

Crushing due to being trapped between plant and fixed structure



#### Manual Task Injury

Manual task injury from repetitive movements

Manual task injury from awkward body posture

Manual task injury from plant vibration



#### Exposure to High Pressure Fluid

Injury from exposure to high pressure fluids



#### Cutting, Stabbing or Puncturing

Injury from contact with moving parts

Injury from unexpected movement of plant



#### Other

Hearing damage from excessive noise

Injury due to plant malfunction or misuse

Injury from contact with moving parts

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Check for obstacles and/or hazards (drop-offs, soft soil spots, overhead lines etc) plan safe loading and unloading routes
- ✓ Complete the appropriate pre-operational plant checklist, include checking of the interlocks and anti-descent devices for correct operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Seat belt to be worn, lower restraining bar
- ✓ Adjust seat and mirrors in bobcat to minimise blind spots
- ✓ Read and understand operator's manual
- ✓ Pinch and crushing points are known
- ✓ Use extreme caution while backing up, be aware of blind spots behind the bobcat and on both sides where the arm lifts pivot up and down
- ✓ Other workers must be aware of bobcat movements, and keep clear of bobcats path
- ✓ Inspect attachments and ensure use in accordance with manufacturer's specifications
- ✓ Spotter and operator is to establish hand signals / communication method prior to work commencing

### OPERATING PROCEDURES

- ✓ Enter bobcat when the attachment is on the ground
- ✓ Face the seat when entering and maintain 3-point contact
- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Before making adjustments bring plant to a complete standstill and isolate
- ✓ Keep your arms, legs, and head inside the cab while operating
- ✓ Travel and turn with bucket in the lowest position possible
- ✓ When possible face the direction of travel
- ✓ Travel straight up or down with heavy end pointed uphill
- ✓ Maintain consistent communication and practice regular hand signals with spotter or other workers
- ✓ Attachments must be fully lowered to the ground when not in operation
- ✓ When parking, place gear in neutral, apply parking brake, and remove keys from ignition
- ✓ Maintain safe minimum distance from other workers
- ✓ Prior to reversing, sound alert to notify others, check mirrors and blind spots
- ✓ When possible, always reverse the bobcat to view side, never blind side

- ✓ Ensure eye contact is maintained with spotter when reversing
- ✓ If eye contact with spotter cannot be maintained, STOP work immediately
- ✓ Ensure location of workers on site is known prior to reversing

## **ENDING OPERATIONS**

- ✓ Park plant on a level surface
- ✓ Before exiting, lower bucket or attachment to the ground, place gear in neutral, apply parking brake, and remove keys from ignition
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from combustibles
- ✓ Ensure plant is in good working order and stored in the appropriate location

## **DO NOT**

- ✗ Do not work under a raised attachment
- ✗ Do not lift loads in attachments too high
- ✗ Do not attempt to operate the plant externally
- ✗ Do not use the foot or hand controls to step or hold while entering or exiting
- ✗ Do not travel sideways on slopes
- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use hand held devices or mobile phone while operating plant
- ✗ Do not allow riders anywhere on the equipment
- ✗ Do not use the bucket or other attachments as a platform
- ✗ Do not exceed the load capacity
- ✗ Do not modify or bypass safety devices
- ✗ Do not proceed in reverse without area being free of pedestrians, workers, or equipment etc.

**\*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**